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CITY AND COUNTY OF ~~SAN~~ FRANCISCO  
// CIVIL SERVICE COMMISSION

// **MINUTES OF MEETING**

REGULAR MEETING - JANUARY 3, 1994 - 2 p.m.

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Excused: None

Presiding: Commissioner Uyehara presided

Time of Convening: 2:15 p.m.

MINUTES.

A. Regular Meeting of December 6, 1993.

Action: Approve.

B. Special Meeting of December 15, 1993.

Action: Approve.

MEMBERS OF THE COMMISSION

Emil R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer





## ANNOUNCEMENTS.

- A. Announcement of changes to Section I Agenda.

None.

- B. Executive Session, January 3, 1994.

The Civil Service Commission met in closed session on Monday, January 3, 1994 at 1 p.m. in Room 154C City Hall with the City Attorney in accordance with Government Code Section 54956.9 to discuss two matters with substantial likelihood of litigation.

Present were Commissioners Rios, Clopton, Kosturos and Munson (Commissioner Uyehara did not participate in this meeting; however, she was present in the building).

No action was taken on one of the two matters noticed. One matter was continued to an Executive Session on Monday, February 7, 1994 at 1 p.m.

- C. Other Announcements.

Due to the Martin Luther King, Jr. Day and the Presidents' Day Holidays on Monday, January 17, 1994 and Monday, February 21, 1994, respectively, the Civil Service Commission has cancelled the two meetings which normally occur on these dates.

The Commission will meet as regularly scheduled on Monday, January 3, 1994 and Monday, February 7, 1994 and will hold Special Meetings during the months of January and February, if necessary, to address any emergency situations or any needs which cancellation of these two meetings may cause. Both regular meetings will be held at 2 p.m. in Room 282 City Hall.

001-94-1 Resolution of Commendation for Joseph Surdyka, Administrative Coroner, upon his retirement after twenty-one (21) years of service. (Calendar Item No. 48)

Speakers: None

Action: Adopt.

001-94-2 Report by the Human Resources Director concerning the layoff and status of James Vorrises. (Calendar Item No. 16)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

Speakers: Duane Reno, Attorney

Action: Over to the meeting of February 7, 1994 at the request of the Human Resources Director. Attorney Duane Reno to submit written proposal regarding the use of hearing officers in this matter for the Commission's consideration at the February 7, 1994 meeting. (written submission to be received by the Executive Office no later than January 21, 1994).

001-94-4 Appeal by Lawrence L. Powell of background rejection for Firefighter (Class H2). (Calendar Item No. 7)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

December 6, 1993: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

Speakers: Pro: Captain Vincent Nolan, S.F. Fire Department

Con: Lawrence L. Powell

Action: Adopt Human Resources Director's report; deny appeal of Lawrence L. Powell; sustain the decision of the Chief of the San Francisco Fire Department.

001-94-5 Appeal of the decision of the Human Resources Director by Peter Gentile to deny appointment following layoff to a certain position as Hospital Assistant Administrator (Class 2143). (Calendar Item No. 18)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

001-94-5

(cont.) November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of the Human Resources Director.

001-94-6 Appeal of the March 1993 decision of the General Manager, Personnel to authorize the provisional appointment of Kin Gee as a Senior Personnel Analyst (Class 1244) at the San Francisco Unified School District. (Calendar Item No. 21)

July 19, 1993: Off calendar.

Speakers: Pro: Wendell L. Pryor  
Evelyn Hogan-Jackson  
Michael Harris

Con: Robyn Lipsky, Deputy City Attorney

Action: Reject the report and recommendation of the Human Resources Director; deny appeal; sustain the March 1993 decision of the General Manager, Personnel to authorize the provisional appointment of Kin Gee as a Senior Personnel Analyst at the San Francisco Unified School District (Vote of 4 to 0: Commissioner Uyebara excused from voting on this matter as provided in Charter Section 3.500).

001-94-8 Review of proposed personal services contracts.  
(Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
342-93/94	Art Commission	Jaap Bongers
343-93/94	Art Commission	Elizabeth Saltos
346-93/94	Art Commission	Arthur Gonzalez
365-93/94	Port	James Stewart Polshek

001-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
367-93/94	Public Utilities Commission	EIP Associates
December 6, 1993:	<ol style="list-style-type: none"><li>1. Contract Number 365-93/94 off calendar at the request of the Port Commission.</li><li>2. Contract Number 367-93/94 over to the meeting of January 3, 1994 at the request of the Public Utilities Commission.</li><li>3. Contracts Numbers 342-93/94; 343-93/94; and 346-93/94 over to the meeting of January 3, 1994 by Commission action.</li></ol>	

Speakers: Contract Numbers 342-93/94; 343-93/94; 346-93/94

Pro: Tonia Macneil, Arts Commission  
Susan Pontious, Arts Commission

Con: None

Contract Number 365-93/94

Pro: Nancy Woo, Port  
Cliff Jarrard, Port  
Paul Osmundson, Port

Con: Linda Jofuku, Local 21

Action: 

1. Contract Number 367-93/94 off calendar at the request of the Public Utilities Commission.
2. Adopt Human Resources Director's report on Contracts Number 342-93/94; 343-93/94; 346-93/94; and 365-93/94; notify the offices of the Controller and the Purchaser.

001-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Sharon Humphrey Airport Communication Dispatcher (Class 9202)	Airport	3	3
2. Paula Sasso Associate Museum Registrar (Class 3554)	Airport	3	3



001-94-9  
(cont.)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
3.	Jonathan Meine Special Assistant XI (Class 1370)	Electricity & Telecommunication	4	4
4.	Valentin Porras Librarian I (Class 3630)	Public Library	5	5
5.	Robert Bayne Management Information System Technician II (Class 1807)	SFUSD	3	3
6.	John Martin Deputy Director, Business Administration, Airports Commission (Class 9270)	Airport	3	3
7.	James Janette Chief Assistant Assessor (Class 4282)	Assessor	5	5
8.	James Donato Senior Attorney (Class 8178)	City Attorney	3	3
9.	William Kissinger Senior Attorney (Class 8178)	City Attorney	3	3
10.	Thomas Fujinaga Senior Systems Accountant (Class 1657)	Controller	5	5
11.	Marie Mitchell Special Assistant VI (Class 1365)	Mayor	3	3
12.	Michael Kohn MIS Specialist III (Class 1819)	Public Health	5	5
13.	Theresa Berta, M.D. Senior Physician (Class 2232)	Public Health	3	3
14.	Chantal A. Handley Senior Physical Therapist (Class 2553)	Public Health	5	5
15.	Keren Horowitz Physical Therapist (Class 2556)	Public Health	5	5
16.	Diane Tom Occupational Therapist (Class 2548)	Public Health	5	5

001-94-9  
(cont.)

Speakers: Pro: Doris Ward

Con: None

Action: Adopt staff report.

002-94-1 Proposed Civil Service Commission meeting schedule for Calendar Year 1994. (Calendar Item No. 4C)

Speakers: None

Action: Adopt as outlined in the staff report.

002-94-2 Appeal by attorney Duane Reno of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (Calendar Item No. 17)

Speakers: Duane Reno, Attorney

Action: Over to the meeting of February 7, 1994 at the request of staff. Attorney Duane Reno to submit written proposal regarding the use of hearing officers in this matter for the Commission's consideration at the February 7, 1994 meeting. (written submission to be received by the Executive Officer no later than January 21, 1994).

002-94-4 Appeal by Kathleen O'Reilly of background rejection for Firefighter (Class H2). (Calendar Item No. 8)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

December 6, 1993: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

Speakers: Pro: Captain Vincent Nolan, S.F. Fire Department

Con: Kathleen O'Reilly

Action: Adopt Human Resources Director's report; deny appeal of Kathleen O'Reilly; sustain the decision of the Chief of the San Francisco Fire Department.



002-94-5 Review of positions requiring special qualifications and/or skills for approval as Exceptions to the Order of Layoff.  
(Calendar Item No. 4F)

Speakers: None

Action: Adopt Human Resources Director's report; authorize exception to the order of layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills. (CSC Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions To Order of Layoff).

002-94-8 Review of proposed personal services contracts.  
(Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-93/94	Airport	Jack Hopkins Company, Inc.
383-93/94	Art Commission	Scott Donahue
384-93/94	Art Commission	Peter Richards
385-93/94	Art Commission	Jody Pinto
386-93/94	Art Commission	Genevieve Baird
387-93/94	Art Commission	Dale Kronkright
388-93/94	Art Commission	Tracy Power
389-93/94	Art Commission	Lewis De Soto
390-93/94	CAO	PRC-EMI
391-93/94	CAO	Environmental Careers Organization (ECO)
392-93/94	City Planning	Michael R. Kodama Planning Consultants
393-93/94	Controller	Delta Systems Associates
394-93/94	County Clerk-Recorder	Systems Support Technologies

002-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
395-93/94	District Attorney	Computer Support Services
396-93/94	Mayor's Office	Japanese Community Youth Council
397-93/94	Mayor's Office	Legal Services for Children
398-93/94	Mayor's Office	Chinatown Youth Services
399-93/94	Mayor's Office	Morrisania West
400-93/94	Mayor's Office	S.F. Educational Services
401-93/94	Mayor's Office	Chinatown Youth Services
402-93/94	Mayor's Office	Central City Hospitality House
403-93/94	Mayor's Office	S.F. Youth Courts, Inc.
404-93/94	Port	Roma Design Group
405-93/94	Public Health	Damon Clinical Laboratories
406-93/94	Public Health	Haight Ashbury Free Clinics
407-93/94	Public Health	John Day of the Berkeley Free Clinic
408-93/94	Public Health	National Task Force on AIDS Prevention/AGUILAS
409-93/94	Public Health	Regents of the University of California/AIDS Health Project
410-93/94	Public Health	UCSF Urban Health Study
411-93/94	Public Health	Westside Community Mental Health Center
412-93/94	Public Health	Bay Area Medical Transcription
413-93/94	Public Health	California Medical Transcription
414-93/94	Public Health	Transcription Stat, Inc.
415-93/94	Public Health	Continuum HIV Day Services

002-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
416-93/94	Public Utilities Commission	Olivia Chen Consultants
417-93/94	Public Works	James Engineering, Inc.
418-93/94	SFCCD	ADRA/Alternative Dispute Resolution Associates
419-93/94	SFCCD	Sally McReynolds
420-93/94	SFCCD	Lynne Creighton
421-93/94	SFCCD	Mark Wilbanks
422-93/94	Sheriff	University of California, S.F.
423-93/94	Social Services	Catholic Charities (Guerrero House/Jelani House/Family Resource Center)
424-93/94	Social Services	E.D.S. Federal Corporation (EDS)
425-93/94	Public Library	AT&T Language Line

Speakers: Pro: Vernon Nulph, Airport (Contract Number 382-93/94)  
Hope Kamimoto, Public Health (Contracts 412-93/94;  
413-93/94; and  
414-93/94)

Con: Linda Jofuku, Local 21 (Contract Numbers 382-93/94;  
and 404-93/94)  
Dave Gabler, Local 790 (Contract Numbers 412-93/94;  
413-93/94; and 414-93/94)

Action: 1. Contract Number 382-93/94 over to the meeting of  
February 7, 1994.

2. Adopt Human Resources Director's report on  
remaining contracts; notify the offices of the  
Controller and the Purchaser.

002-94-9 Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (Calendar Item No. 19)

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

003-94-4 Appeal by Anthony J. Davis of background rejection for Police Officer (Class Q2). (Calendar Item No. 12)

Speakers: None

Action: Adopt Human Resources Director's report; deny appeal of Anthony J. Davis; sustain the decision of the Chief of Police. (Mr. Davis failed to appear).

003-94-9 Preliminary salary recommendations for Fiscal Year 1994-95 rates of pay for employees subject to salary setting under Charter Section 8.407. (Calendar Item No. 20)

Speakers: Pro: Geoff Rothman

Con: None

Action: Adopt Human Resources Director's report; post for two weeks; forward to the Board of Supervisors.

004-94-1 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (Calendar Item No. 22)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

December 15, 1993: Adopt except for Rule 21 - Rules Related To The Employer-Employee Relations Ordinance; Rule 21 over to the meeting of January 3, 1994. Adopted Rules to be effective on January 3, 1994.

Speakers: (on the recommendation to assign Rule 21 functions to the Department of Human Resources):

Pro: Wendell L. Pryor  
Janet Rogers  
Dave Gabler, Local 790

Con: Carol Isen, Local 21

004-94-1

(cont.)    Action:        Consideration of Rule 21 - Rules Related to The Employer-Employee Relations Ordinance, over to the meeting of February 7, 1994. The City Attorney requested to respond to inquiries concerning the employee relations roles of the Civil Service Commission and the Department of Human Resources under Proposition L and other legislation.

004-94-4    Appeal by Jeffrey Cairns of background rejection for Police Officer (Class Q2). (Calendar Item No. 13)

Speakers:    None

Action:        Over to the meeting of February 7, 1994 at the request of the appellant's attorney.

004-94-9    Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4E)

Speakers:    None

Action:        Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly.

005-94-4    Appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (Calendar Item No. 15)

Speakers:    Pro:    Terri Brady

Con:    Dave Gabler, Local 790  
         Katherina Messina

Action:        Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

006-94-4 Request for approval of revised vision standards for entry-level Firefighter (Class H2). (Calendar Item No. 11)

Speakers: Pro: Deborah Owen, M.D., Medical Director, S.F. Fire Department

Con: None

Action: Approve and adopt the revised vision standards for entry-level Firefighter (Class H2).

007-94-4 Appeal by Robert Borrego of background rejection for Firefighter (Class H2). (Calendar Item No. 9)

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

008-94-4 Appeal by Ronald Austin of background rejection for Firefighter (Class H2). (Calendar Item No. 10)

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

009-94-4 Appeal by Robert H. Brigham of background rejection for Police Officer (Class Q2). (Calendar Item No. 14)

Speakers: Pro: Captain Charles Hoenisch, S.F. Police Department

Con: Robert H. Brigham

Action: Adopt Human Resources Director's report; deny appeal of Robert H. Brigham; sustain the decision of the Chief of Police.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 3, 1994

EMPLOYEE SEPARATIONS

DISMISSAL OF PERMANENT EMPLOYEE

Carol Hochstatter, Parts Storekeeper (Class 1929), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 25)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of Local 790.

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

William M. Holt, Building and Grounds Patrol Officer (Class 8207), San Francisco War Memorial and Performing Arts Center. (Calendar Item No. 24)

Speakers: None

Action: Over to the meeting of February 7, 1994 at the request of Local 790.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 26)

The Commission directed that the staff of the Human Resources Department in consultation with the Executive Officer, Civil Service Commission, develop criteria for use of the Special Assistant series of classes.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 27)

Report presented by the Human Resources Director.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 28)

A. Status Reports

- Implementation of Proposition "L".
- State of the Civil Service Commission Rules: A Summary of Required and Needed Civil Service Commission Rules Changes and Proposal for Development of Strategic Plan.

Report on status of Proposition L presented; status report on the Civil Service Commission Rules over to the meeting of February 7, 1994.

B. Preliminary Review of Civil Service Commission Budget Request, Fiscal Year 1994-95. (File No. 003-94-1)

Report presented; Executive Officer directed to prepare a Fiscal Year 1994-95 Budget Request based on an analysis of the mandates and functions of the Civil Service Commission under Charter and other laws and an assessment of the staff and resources required to adequately fulfill these responsibilities.

REQUESTS TO SPEAK. (Calendar Item No. 29)

None.

ADJOURNMENT. (Calendar Item No. 30)

Time of Adjournment: 6:30 p.m.



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CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - FEBRUARY 7, 1994

PART I - 2 p.m.

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson (Items Missed: 16 through 36)  
  
Commissioner Rios  
Commissioner Uyehara  
  
Excused: None  
  
Presiding: Commissioner Uyehara  
  
Time of Convening: 2:06 p.m.

MINUTES.

A. Regular Meeting of January 3, 1994.  
  
Action: Approve.

MEMBERS OF THE COMMISSION

Emil R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



MINUTES. (cont.)

B. Regular Meeting of October 18, 1993:

November 1, 1993: Approve as amended to record Commissioner Clopton's abstention under Charter Section 3.500 on Contract Number 291-93/94.

November 15, 1993: Staff directed to review transcript of hearing on File Numbers 6203-93 and 6677-93 of the October 18, 1993 Minutes to insure that the Minutes conform with the Commission's adopted motions.

Report on the review of transcript of two items related to Rinna Flohr heard by the Civil Service Commission on October 18, 1993 to determine if the draft Minutes reflect the action taken by the Commission. (File No. 090-94-5)

Rec: Adopt staff report.

1. Re File No. 6677-93 (Item 6):

Adopt the Minutes of October 18, 1993 as submitted.

2. Re File No. 6203-93 (Item 8):

Amend the Draft Minutes as follows:

Approve request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. Proceed with layoff of Reiko True when the Department of Public Health is able to appoint Rinna Flohr to a position in Class 2246 Assistant Director Clinical Services I on a permanent civil service basis without a break in service.

Action: Adopt balance of Minutes of October 18, 1993 as amended in Report 090-94-5 (Vote of 5 to 0).

ANNOUNCEMENTS.

A. Executive Session, January 12, 1994 - 5 p.m.

1. The Civil Service Commission held a Special Meeting on Wednesday, January 12, 1994 at 5 p.m. in Room 52D (Basement) City Hall in closed session to consider appeals in the examination for Class 060 Lieutenant, San Francisco Police Department. This meeting was conducted in accordance with the Supplemental Order of the U.S. District Court under the Consent Decree in the matter of Officers for Justice versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).

ANNOUNCEMENTS. (cont.)

2. Present were Commissioners Clopton, Kosturos and Uyehara.
3. The Commission denied the appeal of Steven Zimmerman in the examination for Class 060 Lieutenant, San Francisco Police Department (Vote of 3 to 0).

B. Executive Session, January 12, 1994 - 5:15 p.m.

1. The Civil Service Commission met in closed session on Wednesday, January 12, 1994 at 5:15 p.m. in Room 52D (Basement) City Hall with the City Attorney to discuss pending litigation under Government Code Section 54956.9 in the matter of Walker versus the City and County of San Francisco, et al. Superior Court No. 954-877; and to consider two labor relations matters under (Government Code Section 54957.6).
2. Present were Commissioners Clopton, Kosturos, Munson and Uyehara.
3. The Commission consulted with the City Attorney in the matter of the pending litigation.

The Commission instructed its labor negotiator on the labor relations matters.

C. Executive Session, February 7, 1994 - 1 p.m.

The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code section cited to discuss the following matters:

1. SUBJECT: Two matters with substantial likelihood of litigation.

AUTHORITY: Government Code Section 54956.9.

ACTION: In the matter of the examination for Class 9131 Station Agent:

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;
- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;

ANNOUNCEMENTS. (cont.)

- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

In the other matter with substantial likelihood of litigation:

The Commission voted to grant a supervisory differential adjustment to William McConnell for Fiscal Year 1993-94 and instructed the Department of Human Resources staff regarding the correct interpretation of Salary Standardization Ordinance provision V (F)(10). (Vote of 4 to 0).

2. SUBJECT: Personnel Matter.

AUTHORITY: Government Code Section 54957.

Public Employee Appointment.

Class 1371 Special Assistant XII.

ACTION: No action was taken.

3. SUBJECT: Consultation with Labor Negotiator

AUTHORITY: Government Code Section 54957.6

ACTION: The Commission consulted with its labor negotiator. No action was taken.

C. Other Announcements.

Due to the Presidents' Day Holiday on Monday, February 21, 1994, the Civil Service Commission has cancelled the meeting that normally occurs on this date. The next regular meeting of the Commission will be on Monday, March 7, 1994 at 2 p.m. in Room 282 City Hall.

The Commission will hold Special Meetings during the month of February, if necessary, to address any emergency situations or any needs which cancellation of this meeting may cause.

001-94-2 Appeal by James Vorrises of the decision of the Human Resources Director concerning layoff and reemployment at the San Francisco General Hospital Medical Center, Department of Public Health. (Calendar Item No. 4H)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Human Resources Department.

Speakers: None.

Action: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office (Vote of 5 to 0).

001-94-5 Appeal of the decision of the Human Resources Director by Peter Gentile to deny appointment following layoff to a certain position as Hospital Assistant Administrator (Class 2143). (Calendar Item No. 8)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Human Resources Director.

Speakers: Pro: Edward Gazzano  
Judy Johnston  
Cindy Monroe  
Deborah Vincent-St. James

Con: Michael Sorgen

Action: Reject Human Resources Director's report; grant appeal of Peter Gentile; find Peter Gentile qualified for appointment to subject position as Hospital Assistant Administrator (Class 2143) (Vote of 3 to 2: Commissioners Munson and Uyehara dissent).



002-94-2 Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (Calendar Item No. 41)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

Speakers: None

Action: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office (Vote of 5 to 0).

002-94-8 Review of proposed personal services contract. (Calendar Item No. 48)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-93/94	Airport	Jack Hopkins Company, Inc.

January 3, 1994: Contract Number 382-93/94 over to the meeting of February 7, 1994.

Speakers: Pro: Jim Horan, Department of Public Works

Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser (Vote of 5 to 0).

002-94-9 Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (Calendar Item No. 9)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

Speakers: None.

Action: Over to the meeting of March 7, 1994 at the request of the Human Resources Director (Vote of 5 to 0).

004-94-1 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (Calendar Item No. 10)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

December 15, 1993: Adopt except for Rule 21 - Rules Related To The Employer-Employee Relations Ordinance; Rule 21 over to the meeting of January 3, 1994. Adopted Rules to be effective on January 3, 1994.

January 3, 1994: Consideration of Rule 21 - Rules Related to The Employer-Employee Relations Ordinance, over to the meeting of February 7, 1994. The City Attorney requested to respond to inquiries concerning the employee relations roles of the Civil Service Commission and the Department of Human Resources under Proposition L and other legislation.

Speakers: Vicki Clayton, Deputy City Attorney (Legal advice)  
Dave Gabler, Local 790 (Requested delay)  
Dave Novogrodsky, Local 21 (Advocated assignment to CSC)  
Wendell Pryor, Human Resources Director (Requested delay)

Action: Functions currently assigned to the Civil Service Commission under Rule 21 to remain with the Civil Service Commission; the Executive Officer to administratively adjust Rule 21, if necessary, to reflect with this action and legislation amending the Employee Relations Ordinance pending before the Board of Supervisors (Vote of 5 to 0).

004-94-4 Appeal by Jeffrey Cairns of background rejection for Police Officer (Class Q2). (Calendar Item No. 15)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the appellant's attorney.

Speakers: Pro: Captain Charles Hoenisch, S.F. Police Department  
Con: Attorney James Collins

Action: Reject Human Resources Director's report; grant appeal of Jeffrey Cairns; find Jeffrey Cairns qualified in the examination for Police Officer (Class Q2) (Vote of 4 to 1: Commissioner Uyehara dissents).

007-94-4 Appeal by Robert Borrego of background rejection for Firefighter (Class H2). (Calendar Item No. 14)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

Speakers: None

Action: Adopt Human Resources Director's report; deny appeal of Robert Borrego; sustain the decision of the Chief of the San Francisco Fire Department. (Mr. Borrego failed to appear).

008-94-4 Appeal by Ronald Austin of background rejection for Firefighter (Class H2). (Calendar Item No. 13)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

Speakers: Pro: Captain Vincent Nolan, S.F. Fire Department

Con: Ronald Austin  
John Hanley

Action: Adopt Human Resources Director's report; deny appeal of Ronald Austin; sustain the decision of the Chief of the San Francisco Fire Department.

010-94-4 Appeal by Rodney Tong of background rejection for Police Officer (Class Q2). (Calendar Item No. 16)

Speakers: Pro: Captain Charles Moenisch, S.F. Police Department

Con: Attorney Katherine Mahoney  
Rodney Tong  
Sandra Tong (sister)

Action: Reject Human Resources Director's report; grant appeal of Rodney Tong; find Rodney Tong qualified in this examination for Police Officer (Class Q2) (Vote of 3 to 1: Commissioner Clopton dissents).



027-94-4 Appeal by Gerald Meisel of background rejection for Police Officer (Class Q2). (Calendar Item No. 4J)

Speakers: None

Action: Off calendar at the direction of the Executive Officer (Mr. Meisel failed to exhaust administrative remedies in appealing disqualification in another component of this examination and is ineligible to proceed in the examination process. Consideration by the Civil Service Commission of his appeal of background rejection serves no purpose and this matter is, therefore, removed from the agenda) (Vote of 5 to 0).

030-94-4 Appeal by Stephan R. DeLozada of background rejection for Police Officer (Class Q2). (Calendar Item No. 17)

Speakers: Pro: Lt. Mindy Pengel, S.F. Police Department

Con: Stephan R. DeLozada

Action: Adopt Human Resources Director's report; deny appeal of Stephan R. DeLozada; sustain the decision of the Chief of Police (Vote of 4 to 0).

032-94-4 Appeal by Laurence B. Barker of background rejection for Police Officer (Class Q2). (Calendar Item No. 18)

Speakers: Pro: Captain Charles Hoenisch, S.F. Police Department

Con: Attorney Katherine Mahoney

Action: Reject Human Resources Director's report; grant appeal of Laurence B. Barker; find Laurence B. Barker qualified in this examination for Police Officer (Class Q2) (Vote of 3 to 1: Commissioner Uyehara dissents).

033-94-4 Appeal by Michael H. Feiner of background rejection for Police Officer (Class Q2). (Calendar Item No. 19)

Speakers: None

Action: Adopt Human Resources Director's report; deny appeal of Michael H. Feiner; sustain the decision of the Chief of Police (Vote of 5 to 0). (Mr. Feiner failed to appear).

035-94-4 Appeal by John L. Palleschi of background rejection for Police Officer (Class Q2). (Calendar Item No. 20)

Speakers: None

Action: Off calendar; appeal withdrawn.

036-94-4 Appeal by David P. D'Amato of background rejection for Police Officer (Class Q2). (Calendar Item No. 21)

Speakers: Pro: Captain Charles Hoenisch, S.F. Police Department

Con: Attorney William J. Murphy

Action: Adopt Human Resources Director's report; deny appeal of David P. D'Amato; sustain the decision of the Chief of Police (Vote of 4 to 0).

038-94-5 Appeal by Jawaid Ijaz of the Human Resources Director's decision to deny request for appointment as a Senior Administrative Analyst (Class 1823). (Calendar Item No. 7)

Speakers: None

Action: Over to the meeting of March 7, 1994 due to clerical error in noticing Mr. Ijaz (Vote of 5 to 0).

053-94-1 Resolution of Commendation for Andrea Gourdine, Director of Personnel, Public Utilities Commission, upon her resignation to accept other employment. (Calendar Item No. 4A)

Speakers: None

Action: Adopt. (Vote of 5 to 0).

054-94-5 Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 6) (Former File No. 6017-93)

054-94-5

(cont.) July 19, 1993:

Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993:

Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

November 1, 1993:

Over to the meeting of December 6, 1993 at the request of Local 790.

December 6, 1993:

Over to the meeting of February 7, 1994 at the request of Local 790.

Speakers: None

Action: Off calendar at the request of Local 790.  
(Vote of 5 to 0).

073-94-8 Review of proposed personal services contracts.  
(Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
426-93/94	Airport	National Assessment Services
427-93/94	Airport	Law Enforcement Psychological Services
428-92/94	Airport	Polaris Research & Development
429-93/94	Airport	Michael Settles, Ed.D.
430-93/94	Airport	Robert Waller
431-93/94	Art Commission	Michael Manwaring
432-93/94	CAO	1010 BFH (Sanford Rosen)

073-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
433-93/94	Controller	John Machado of Professional Solutions Inc. (PSI)
434-93/94	Mayor's Office	Career Resources Development Center
435-93/94	Mayor's Office	Charity Cultural Services Center
436-93/94	Mayor's Office	Koren Center, Inc.
437-93/94	Mayor's Office	Mission Child Care Consortium, Inc.
438-93/94	Mayor's Office	S.F. Educational Services
439-93/94	Mayor's Office	S.F. Educational Services
440-93/94	Mayor's Office	California Community Dispute Services
441-93/94	Mayor's Office	Community Boards
442-93/94	Mayor's Office	California Community Dispute Services
443-93/94	Parking & Traffic	Wilbur Smith Associates
444-93/94	Police	State of California - Employment Development Department
445-93/94	Port	Gibbs & Associates
446-93/94	Public Utilities Commission	Manna Consultants, Inc.
447-93/94	Public Utilities Commission	Synergic Resources Corporation
448-93/94	Public Utilities Commission	Brown Vence & Associates
449-93/94	Public Works	To Be Selected
450-93/94	S.F. Community College District	SOH Associates - Structural Engineers

073-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
451-93/94	S.F. Community College District	James Chin
452-93/94	S.F. Community College District	Keith Robert Carr
453-93/94	S.F. Community College District	Craig Zachlod
454-93/94	S.F. Community College District	Asbestos Advisory Association
455-93/94	Public Health	California Pacific Medical Center/ Operation Concern
456-93/94	Public Health	Gay Asian Pacific Alliance Community HIV Project (GCHP)
457-93/94	Public Health	Haight Ashbury Free Medical Clinics, Inc.
458-93/94	Public Health	National Task Force on AIDS Prevention
459-93/94	Public Health	Planned Parenthood of Alameda/S.F.
460-93/94	Public Health	S.F. AIDS Foundation
461-93/94	Public Health	Center for Leadership Development
462-93/94	Public Health	Bayview Hunter's Point Adult Day Health Center
463-93/94	Public Health	Haight Ashbury Free Clinic
464-93/94	Public Health	Lyon-Martin Women's Health Services
465-93/94	Public Health	Mission Neighborhood Health Center
466-93/94	Public Health	Regents, University of California - Family Practice Program

073-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
467-93/94	Public Health	Sequoia Hospital District, Redwood City
468-93/94	Public Health	Third Baptist Church, Inc.
469-93/94	Public Health	University of California, Berkeley/Office of Financial Aid
470-93/94	Public Health	UCSF/School of Nursing/Department of Family Health Care Nursing
471-93/94	Public Health	Various contractors
472-93/94	Public Health	Clayton Environmental Consultants, Inc.
473-93/94	Public Health	H+GCL
474-93/94	Public Health	SCA Environmental, Inc.
475-93/94	Public Health	Shared Medical Systems Corp. (SMS)
476-93/94	Public Health	Regents University of California S.F. - S.F. General Hospital
477-93/94	Public Health	The Support Center
478-93/94	Public Health	University of California, S.F. (UCSF)
479-93/94	Public Works	O'Rorke Public Relations
482-93/94	Department of Human Resources	Cooperative Personnel Services
THE FOLLOWING PERSONAL SERVICES CONTRACTS ARE FUNDED BY SHORT-DOYLE FUNDS:		
480-93/94	Public Health	St. Francis Memorial Hospital

073-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
481-93/94	Public Health	Volunteer Center of San Francisco

Speakers: Contract Numnber 443-93/94

Pro: Alice Villagomez, Department of Parking & Traffic

Con: None

Action:

1. Contract Number 430-93/94 off calendar at the request of the Airports Commission.
2. Contracts 466-93/94 and 467-93/94 off calendar at the request of the Public Utilities Commission.
3. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser (Vote of 5 to 0).

077-94-5 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8434 Supervising Probation Officer from six (6) months to twelve (12) months. (Calendar Item No. 4F) (Former File No. 6919-92)

January 4, 1993: Post for adoption.

Speakers: None

Action: Adopt. (Vote of 5 to 0).

078-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Lawrence Thoo Curator III (Class 3544)	Art Commission	3	3
2. Joseph Shasky Apprentice Stationary Engineer (Class 7375)	Public Works	8	8
3. Nicolas Dempsey Assistant Rental Manager (Class 9395)	Port	2	2



078-94-4  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
4. James Brennan Sewer Maintenance Worker (Class 7421)	Public Works	5	5

Speakers: Lawrence Thoo matter

Pro: Tamara George, Department of Human Resources

Con: None

Speakers: Joseph Shasky matter

Pro: Jim Horan, Department of Public Works

Con: None

No speakers on other items.

- Action:
1. The matter related to Lawrence Thoo over to the meeting of March 7, 1994 at Commissioner Uyehara's request.
  2. Approve Step 7 for Joseph Shasky (Vote of 4 to 1: Commissioner Kosturos dissents).
  3. Adopt Human Resources Director's report on remaining items.

079-94-9 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4E)

Speakers: None

Action: Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly (Vote of 5 to 0).

087-94-4 Appeal of the Human Resources Director's denial to participate in the promotive examination for Program Specialist Supervisor (Class 2915). (Calendar Item No. 11)

Speakers: Pro: Mary Smith, Department of Social Services

Con: Tom Bean, Local 535  
Dorothy Borders  
Gwendolyn Durham  
David Leigh  
Ray Stanley



087-94-4

(cont.)    Action:    Adopt Human Resources Director's report; deny appeals of Dorothy Borders, Gwendolyn Durham, David Leigh, Ray Stanley and Carolyn Plybon (Vote of 3 to 2: Commissioner Clopton and Kosturos dissent). (Ms. Plybon failed to appear).

095-94-1    Designation of official Bulletin Boards of the Civil Service Commission and the Department of Human Resources.  
(Calendar Item No. 4G)

Speakers:    None

Action:    Adopt staff report; designate the official bulletin boards of the Civil Service Commission and the Department of Human Resources as recommended in the staff report (Vote of 5 to 0).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 7, 1994

E M P L O Y E E S E P A R A T I O N S

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Rachelle D. Burton, Police Communications Disptacher (Class 8238), San Francisco Police Department, Police Communications Division. (Calendar Item No. 26)

Speakers: None

Action: Over to the meeting of March 7, 1994 at the request of Local 790 (Vote of 4 to 0).

RESIGNATION - SERVICES UNSATISFACTORY

David W. Collins, Senior Estate Investigator (Class 4231), Public Administrator/Public Guardian. (Calendar Item No. 28)

Speakers: None

Action: Over to the meeting of May 16, 1994 at the request of Mr. Collins' attorney (Vote of 4 to 0).

DISMISSAL OF PERMANENT EMPLOYEE

Robert Culloty, Stationary Engineer (Class 7334), Department of Public Health (Laguna Honda Hospital). (Calendar Item No. 31)

Speakers: None

Action: Over to the meeting of May 16, 1994 at Mr. Culloty's request (Vote 4 to 0).

TERMINATION OF TEMPORARY APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), San Francisco Airports Commission. (Calendar Item No. 27)

Speakers: None

Action: Off calendar at the request of Local 790; to be recalendared if resolution not reached; Airports Commission to apprise the Executive Officer of status within thirty (30) days.

#### DISMISSAL OF PERMANENT EMPLOYEE

Carol Hochstatter, Parts Storekeeper (Class 1929), Public Utilities Commission (San Francisco Municipal Railway). (Calendar Item No. 29)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of Local 790.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

Speakers: Pro: Kathy Murray, Public Utilities Commission

Con: Tod Cochran, Local 790

Action: Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service (Vote of 4 to 0).

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

William M. Holt, Building and Grounds Patrol Officer (Class 8207), San Francisco War Memorial and Performing Arts Center. (Calendar Item No. 25)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of Local 790.

Speakers: None

Action: Off calendar; request for hearing withdrawn.

#### APPEAL OF AUTOMATIC RESIGNATION

Kathleen Jones, Nurse Practitioner (Class 2328), Department of Public Health (Central Office). (Calendar Item No. 23)

Speakers: Pro: Rafael Centeno, Department of Public Health  
Dr. Joe Goldenson, Department of Public Health

Con: Tod Cochran, Local 790  
Kathleen Jones

Action: Over to the meeting of March 7, 1994; to be placed off calendar if resolution reached (Vote of 4 to 0).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Pamela A. Lyell, Head Nurse (Class 2322), Department of Public Health (Laguna Honda Hospital). (Calendar Item No. 24)

December 6, 1993: Over to the meeting of February 7, 1994 at the request of Local 856.

Speakers: Pro: Dolores Blanding, Laguna Honda Hospital  
Mary Anne Stapleton, R.N.

Con: Joseph Hurley, Local 856  
Pamela Lyell

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service (Vote of 4 to 0).

DISMISSAL OF PERMANENT EMPLOYEE

Madeleine T. Saussothe, Gardener (Class 3417), Recreation and Park Department. (Calendar Item No. 30)

Speakers: None

Action: Not to be employed again by the Recreation and Park Department. (By stipulation between the Department, Ms. Saussothe and the Laborers' Union) (Vote of 4 to 0).

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 32)

None.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 33)

Report presented; file.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 34)

FOR ACTION:

- (A) Civil Service Commission Budget Request for Fiscal Year 1994-95. (File No. 071-94-1)

Action: Adopt a Fiscal Year 1994-95 Budget Request at levels I through IV as presented in Executive Officer's Budget Report; forward to the Mayor by March 1, 1994.

- (B) Establishment of a "Civil Service Commission Rules Revision Committee". (File No. 072-94-1)

Action: Over to the meeting of March 7, 1994.

- (C) Request from the Controller for submission from the Civil Service Commission of a supplemental appropriation request to implement Proposition "L".

Action: Executive Officer directed to prepare a supplemental appropriation request in the amount of \$231,832 for the balance of Fiscal Year 1993-94 to implement Proposition "L" with funding and staffing at Levels I through IV of Executive Officer's Budget Report.

REQUESTS TO SPEAK. (Calendar Item No. 35)

None.

ADJOURNMENT. (Calendar Item No. 36)

In memory of Ascela Espinoza Castellanos, mother of Silvia Castellanos, a member of the Department of Human Resources staff, who died on January 31, 1994.

Time of Adjournment: 7:30 p.m.



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CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION

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**MINUTES OF MEETING**

REGULAR MEETING - MARCH 7, 1994

SECTION I - 2 p.m.

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios

(Items Missed: 14, 16, 17,  
23, 24, 25,  
26 and 27)

Commissioner Uyehara

Excused: None

Presiding: Commissioner Uyehara presided

Time of Convening: 3 p.m.

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MINUTES.

Regular Meeting of March 7, 1994.

Action: Approve.

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer





ANNOUNCEMENTS.

A. Executive Session, February 25, 1994 - 3 p.m.

1. The Civil Service Commission met in closed session on Friday, February 25, 1994 at 3 p.m. in Room 52D (Basement) City Hall in accordance with Government Code Section 54957.6 to consult with its labor negotiator.
2. Present were Commissioners Kosturos, Munson and Rios.
3. The Commission instructed its labor negotiator.

C. Executive Session, March 7, 1994 - 1 p.m.

The Civil Service Commission met in closed session on Monday, March 7 at 1 p.m. in Rooms 52A and B (Basement) City Hall in accordance with the State of California Government Code cited to discuss the matters itemized. The Commission took the actions indicated.

Present were Commissioners Clopton, Kosturos, Munson, Rios and Uyehara.

1. SUBJECT: Two matters with substantial likelihood of litigation.

AUTHORITY: Government Code Section 54956.9.

One matter was put over to a closed session on Monday, March 21, 1994. The Commission consulted with the City Attorney on the second matter with substantial likelihood of litigation.

2. SUBJECT: Personnel Matter.

AUTHORITY: Government Code Section 54957.

The Commission discussed a personnel matter.

3. SUBJECT: Pending Ligation

AUTHORITY: Government Code Section 54956.9

Walker versus the City and County of San Francisco, et. al. (Superior Court No. 954-877)

The Commission consulted with the City Attorney.

001-94-2 Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (Calendar Item No. 8)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

Speakers: None

Action: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

002-94-2 Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (Calendar Item No. 9)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

Speakers: None

Action: Over to the meeting of March 21, 1994 at the request of Local 21's attorney.

002-94-9 Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (Calendar Item No. 7)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the Human Resources Director (Vote of 5 to 0).

Speakers: None

Action: Off calendar at the request of Department Human Resources staff.

005-94-4 Rehearing on the matter of the appeals of the Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (Calendar Item No. 14)

January 3, 1994: Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

February 7, 1994: The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;
- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

Speakers: Pro: Terry Brady

Con: James Bryant, Local 790  
Katherina Messina

Action: Over to the meeting of March 21, 1994 (Special Order of Business to be heard at 3 p.m.).

038-94-5 Appeal by Jawaid Ijaz of the Human Resources Director's decision to deny request for appointment as a Senior Administrative Analyst (Class 1823). (Calendar Item No. 12)

February 7, 1994: Over to the meeting of March 7, 1994 due to clerical error in noticing Mr. Ijaz (Vote of 5 to 0).

Speakers: Pro: Kathy Mallegni, Department of Human Resources  
Con: Jawaid Ijaz

Action: Adopt Human Resources Director's report; deny appeal of Jawaid Ijaz.

072-94-1 Establishment of a "Civil Service Commission Rules Revision Committee". (Calendar Item No. 4F)

February 7, 1994: Over to the meeting of March 7, 1994.

Speakers: Pro: Commissioner A. Lee Munson  
Wendell L. Pryor

Action: A. Adopt staff report; establish a Civil Service Commission Rules Revision Committee to review the Civil Service Commission Rules to identify and prioritize required/needed changes and develop a strategic plan for Civil Service Commission Rules revision in their entirety for recommendation to the Commission and to oversee and coordinate the Rules revision process.

B. Approve proposed composition of the Civil Service Commission Rules Revision Committee as follows subject to future modification by the Commission:

MEMBER

CSC Member  
Executive Officer, CSC  
Human Resources Director  
Designated by the CAO  
Designated by the CHRM\*  
Designated by the CSC

ALTERNATE

CSC Member  
Assistant Executive Officer, CSC  
Designated by Human Resources Director  
Designated by the CAO  
Designated by the CHRM\*  
Designated by the CSC

(\*The Council of Human Resources Managers)

C. Request that the City Attorney assign a Deputy City Attorney to assist and advise the Rules Revision Committee.

D. Appoint Commissioner A. Lee Munson as the Commission member to this Committee.

E. The Commission member appointed to the Committee to serve as Chair.

078-94-9 Requests to appoint new employees at a salary step higher than normal.  
(Calendar Item No. 4B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lawrence Thoo Curator III (Class 3544)	Art Commission	3	3

February 7, 1994: Over to the meeting of March 7, 1994 at  
Commissioner Uyehara's request.

Speakers: None

Action: Adopt Human Resources Director's report.

084-94-4 Appeal by Willa Cantillon of background rejection for Firefighter  
(Class H2). (Calendar Item No. 16)

Speakers: Pro: Captain Vince Nolan, S.F. Fire Department

Con: Willa Cantillon

Action: Adopt Human Resources Director's report; deny appeal of  
Willa Cantillon; sustain the decision of the Chief of  
the San Francisco Fire Department.

092-94-4 Appeal by John W. Cowherd of background rejection for Deputy Sheriff  
Class 8304). (Calendar Item No. 17)

Speakers: Pro: Sgt. Philip Tutt, S.F. Sheriff's Office

Con: John W. Cowherd

Heard in Closed Session at the request of the Appellant:

Adopt Human Resources Director's report; deny appeal of  
John W. Cowherd; sustain the decision of the Sheriff.

156-94-2 Appeal of the decision of the Human Resources Director to deny status rights to Class 2322 Head Nurse for three employees of the Department of Public Health: Darcel Grace, Irene Overton and Michelle Friedman;

Appeal of a decision rendered by Edward Gazzano, Personnel Director, Department of Public Health, concerning a grievance filed by Darcel Grace and Irene Overton alleging a violation of Civil Service Commission Rules on seniority. (Calendar Item No. 11)

Speakers: Pro: Linda Lee, Department of Human Resources

Con: Darcel Grace  
David Clisham  
Irene Overton

Action: Adopt Human Resources Director's report.

1. Deny the request by David Clisham, Attorney-at-Law, to appeal the decision of the Human Resources Director to deny status rights to Class 2322 Head Nurse for three employees of the Department of Public Health: Darcel Grace, Irene Overton and Michelle Friedman.
2. Affirm Human Resources Director's determination by informing David Clisham, Attorney-at-Law, that the Civil Service Commission has no authority to consider an appeal of a decision rendered by Edward Gazzano, Personnel Director, Department of Public Health, concerning a grievance filed by Darcel Grace and Irene Overton alleging a violation of Civil Service Commission Rules on seniority (Vote of 4 to 1: Commissioner Clopton dissents).

168-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Roberta Rich Physician Assistant (Class 2218)	Public Health	5	5

Speakers: None

Action: Adopt Human Resources Director's report.



169-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5
6. Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7. Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8. Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5
9. Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10. Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11. Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4



<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
13. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
17. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18. Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjelle Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

Speakers: None

Action: Over to the meeting of March 21, 1994 at the request of  
the Human Resources Director.

170-94-1 Policy and criteria for use of the Special Assistant series of classifications. (Calendar Item No. 4G)

January 3, 1994: The Commission directed that the staff of the Human Resources Department in consultation with the Executive Officer, Civil Service Commission, develop criteria for use of the Special Assistant series of classes.

Speaker: Pro: David Novogrodsky, Local 21

Action: Adopt the Human Resources Director's Report as amended to allow the Civil Service Commission to expressly approve use of classes in this series on a case-by-case basis.

171-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
487-93/94	Airport	Carole Ellison
488-93/94	Airport	J.H. Morgan Consultants
489-93/94	Airport	Treadwell & Rollo, Inc.
490-93/94	Airport	Pacific Gas and Electric Co.
491-93/94	Art Commission	Stanley Saitowitz
492-93/94	Art Commission	Artist Team of Herby Lam, Lam Po Leong, Clayton Shiu and Wenyu Xu

171-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
493-93/94	Art Commission	Marcia Donahue
494-93/94	Human Rights Commission	John A. Griffin
495-93/94	Mayor's Office	Laurie R. Friedman Consulting
496-93/94	Public Health	S.F. Mime Troupe
497-93/94	Public Health	Richmond Area Multi-Services, Inc.
498-93/94	Public Utilities Commission	East/West Management Services
499-93/94	Recreation and Park	Techknosis Consultants
500-93/94	Sheriff	Ruth Morgan
501-93/94	Social Services	Alternative Family Services, Inc.
502-93/94	Treasurer/Tax Collector	Hinderliter, de Llamas & Associates

Speakers: None

Action:

1. Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.
2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

172-94-9 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4E)

Speakers: None

Action: Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly.

181-94-9 Final salary recommendations for Fiscal Year 1994-95; rates of pay for employees subject to salary setting under Charter Section 8.407; inclusion of private sector data and latest public sector data; final benchmark salary increases. (Calendar Item No. 6)

Speakers: Pro: Pat Finney, Department of Human Resources

Con: David Novogrodsky, Local 21  
Joseph Barnes, Transport Workers Union

Action: Adopt Human Resources Director's report; forward to the Board of Supervisors.

182-94-2 Appeal by Local 21 of the use of the Special Assistant class series for positions in the Bureau of Planning, Airports Commission. (Calendar Item No. 10)

Speakers: Pro: Jim Ilnicki, Airports Commission  
John Costas, Airports Commission

Con: Linda Jofuku, Local 21  
Dave Feltham, Local 21

Action: Adopt Human Resources Director's report as amended; allow use of Special Assistant class series for positions in the Bureau of Planning, Airports Commission, except for one position with Transportation specialty; Airports Commission to use Planner V class for this position.

183-94-1 Status report on plan of the Department of Human Resources to monitor expanded certifications. (Calendar Item No. 13)

Speakers: Wendell L. Pryor  
Evelyn Hogan-Jackson  
Mercy Hernandez  
Jim Ilnicki  
Dorothy Yee

Report presented; direct the Human Resources Director to apply the expanded certification Rule for Classes 8434 Supervising Probation Officer and 8442 Senior Probation Officer.

184-94-4 Appeal of Human Resources Director's denial of protests regarding the rejection of applications for the examination for Senior Administrative Analyst (Class 1823) and Principal Administrative Analyst (Class 1824). (Calendar Item No. 15)

Speakers: Pro: Candace Heurlin, Department of Human Resources  
Con: Appellants Mark Goldstein; Kenneth Green; Jawaid Ijaz; Rosa Rankin; Dwight Steeves; and James Wachob.

Action: Reject the Human Resources Director's report; grant appeals of Mark Goldstein, Kenneth Green, Jawaid Ijaz, Rosa Rankin, Dwight Steeves and James Wachob.  
(Vote of 4 to 1: Commissioner Munson dissents)

195-94-4 Presentation by the San Francisco Police Department on the selection process and procedures for Police Officer (Class Q2) - Federal, State and Local Mandates and Guidelines. (Calendar Item No. 18)

Speakers: Captain Charles Hoenisch, S.F. Police Department  
Mei Lon Sam, S.F. Police Department  
Lt. Tony Balzer, S.F. Police Department

Report presented.

196-94-9 Clarification of Civil Service Commission action of November 15, 1993 in granting of supervisory differential and retroactive pay for William A. McConnell. (Calendar Item No. 4H) (Former File No. 2248-93)

Speakers: None.

Action: Adopt staff report; grant supervisory differential and retroactive pay for William A. McConnell as recommended.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 7, 1994

EMPLOYEE SEPARATIONS

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Rachelle D. Burton, Police Communications Disptacher (Class 8238), San Francisco Police Department, Police Communications Division. (Calendar Item No. 20)

February 7, 1994: Over to the meeting of March 7, 1994 at the request of Local 790 (Vote of 4 to 0).

Speakers: None

Action: Over to the meeting of April 4, 1994 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Reynaldo Dizon, Parking Control Officer (Class 8214), Department of Parking and Traffic. (Calendar Item No. 22)

Speakers: None

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic. (Mr. Dizon failed to appear).

APPEAL OF AUTOMATIC RESIGNATION

Michelle Hector, Health Worker III (Class 2587), Department of Public Health, (Central Office). (Calendar Item No. 23)

Speakers: Department: Rafael Centeno, Department of Public Health  
Employee: Tod Cochran, Local 790

Action: Off calendar at the request of the Department of Public Health.

#### APPEAL OF AUTOMATIC RESIGNATION

Kathleen Jones, Nurse Practitioner (Class 2328), Department of Public Health (Central Office). (Calendar Item No. 21)

February 7, 1994: Over to the meeting of March 7, 1994; to be placed off calendar if resolution reached (Vote of 4 to 0).

Speakers: None

Action: Off calendar at the request of the Department of Public Health.

#### APPEAL OF AUTOMATIC RESIGNATION

Wayne A. Shaw, Gardener (Class 3417), Recreation and Park Department. (Calendar Item No. 24)

Speakers: Pro: Marsha Ramirez, Recreation and Park Department

Con: Fausto Guzman, Local 261

Action: Grant appeal; disapprove automatic resignation; reinstate to a position in Class 3417 Gardener, Recreation and Park Department, subject to a new probationary period of six (6) months (The Commission took this action upon the suggestion of and with the concurrence of the departmental representative) (Vote of 3 to 1: Commissioner Uyebara dissents).

#### COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 25)

The Commission indicated that it would be adopting a policy to require that future written reports to the Commission include proposed Findings of Fact and a recommended action.

#### HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 26)

Mr. Geoff Rothman designated by the Human Resources Director to represent him at Civil Service Commission meetings in his absence.

#### EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 27)

Status of Supplemental Appropriation for Fiscal Year 1993-94 and of Budget Request for Fiscal Year 1994-95 presented.

REQUESTS TO SPEAK. (Calendar Item No. 28)

None.

ADJOURNMENT. (Calendar Item No. 29)

Time of Adjournment: 9 p.m.



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**CITY AND COUNTY OF SAN FRANCISCO**  
**CIVIL SERVICE COMMISSION**

**MINUTES OF MEETING**

REGULAR MEETING - MARCH 21, 1994

PART I - 2 p.m.

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ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner A. Lee Munson  
Commissioner Rios

Excused: Commissioner Uyehara

Presiding: Commissioner Rios presided

Time of Convening: 3:05 p.m.

MINUTES.

Regular Meeting of March 7, 1994.

Action: Approve.

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



ANNOUNCEMENTS.

The Civil Service Commission met in closed session on Monday, March 21 at 12:30 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code cited to discuss the following matters:

Present were Commissioners Clopton, Kosturos, Munson, Rios and Uyehara.

A. SUBJECT: Two matters with substantial likelihood of litigation.

AUTHORITY: Government Code Section 54956.9.

The Commission consulted with the City Attorney.  
No action taken.

B. SUBJECT: Consultation with Labor Negotiator

AUTHORITY: Government Code Section 54957.6

Conference with Negotiator-Collective Bargaining.

Name and Title of City's Negotiator:  
Wendell Pryor, Human Resources Director.

Organizations Representing: All

Anticipated Issues Under Negotiation:  
All.

The Commission instructed its labor negotiator.

C. SUBJECT: Personnel Matters.

AUTHORITY: Government Code Section 54957.

1. Public Employee Appointment -  
Class 1371 Special Assistant XII
2. Personnel Matter

The Commission discussed two personnel matters.  
No action taken.

D. SUBJECT: Pending Ligation

AUTHORITY: Government Code Section 54956.9

Padua versus the City and County of San Francisco,  
et. al. (Superior Court No. 946-370)

The Commission directed that the matter be referred  
to the Department of Public Health for further  
information.

001-94-2 Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (Calendar Item No. 8)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

Speakers (Comment on Commission Motion):

Duane Reno, Attorney  
Judy Schutzman, Municipal Executive Association  
Carol Isen, Local 21

Action: Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

002-94-2 Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (Calendar Item No. 9)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Local 21's attorney.

Speakers: Pro: Geoff Rothman, Department of Human Resources  
Edward Gazzano, Department of Public Health

Con: Duane Reno, Attorney  
Cynthia Selmar, Department of Public Health

Action: Deny request for use of hearing officers; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).



005-94-4 Rehearing on the matter of the appeals of the Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (Calendar Item No. 4E)

January 3, 1994: Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

February 7, 1994: The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;
- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

March 7, 1994: Over to the meeting of March 21, 1994 (Special Order of Business to be heard at 3 p.m.).

Speakers: None.

Action: Over to the meeting of April 4, 1994 at the request of the Public Utilities Commission.



093-94-4 Appeal of the Human Resources Director's denial of Roger Boucher's protest of the terms of the examination announcement for Urban Forester (Class 3426). (Calendar Item No. 6)

Speakers: Pro: Maria Chan, Department of Human Resources  
Denise Brady, Department of Public Works

Con: Roger Boucher

Action: Adopt Human Resources Director's report; deny appeal of Roger Boucher, Jr. (Vote of 3 to 1: Commissioner Kosturos dissents).

150-94-4 Appeal by Tanesia L. Williams of background rejection for Deputy Sheriff (Class 8304). (Calendar Item No. 7)

Speakers: Pro: Sgt. Philip Tutt, Sheriff

Con: Tanesia L. Williams

Action: Adopt Human Resources Director's report; deny appeal of Tanesia L. Williams; sustain the decision of the Sheriff.

169-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5

169-94-9  
(cont.)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
6.	Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7.	Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8.	Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5
9.	Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10.	Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11.	Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12.	John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
13.	Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14.	Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15.	Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16.	Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
17.	Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18.	Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjellem Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

Speakers: None.

Action: Over the meeting of April 4, 1994 at the request of the Human Resources Director.

171-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 48)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini

March 7, 1994: Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.

Action: Over to the meeting of April 18, 1994 at the request of the Airports Commission.

217-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
503-93/94	Airport	Occupational Management Services
504-93/94	Airport	Rides for Bay Area Commuters
505-93/94	CAO	Roy F. Weston
506-93/94	District Attorney	Informatix, Inc.
507-93/94	Mayor's Office	Linda Schanfein
508-93/94	Mayor's Office	Hilyard Wiggins
509-93/94	Police	CORE Corporation
510-93/94	Public Utilities Commission	Sverdrup Corporation
511-93/94	Public Utilities Commission	Gannett Fleming Engineers & Planners
512-93/94	Public Utilities Commission	Leedshill-Herkenhoff
513-93/94	Public Utilities Commission	Unlimited Access/ Systems Support Technician
514-93/94	Public Works	To Be Determined
515-93/94	Public Works	Synergy, Inc.
516-93/94	Public Works	CST Environmental, Inc.
517-93/94	Public Works	Paradigm Environmental
518-93/94	Public Works	Marcor of California
519-93/94	Public Works	Bluewater, Inc.
520-93/94	Public Works	Restec, Inc.
521-93/94	Public Works	Uribe and Associates
522-93/94	Public Health	AIDS Benefit Counselors

217-94-8

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
523-93/94	Public Health	AIDS Emergency Fund
524-93/94	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
525-93/94	Public Health	Shanti Project
526-93/94	Public Health	AIDS Legal Referral Panel
527-93/94	Public Health	Bar Association of San Francisco
528-93/94	Public Health	Bayview-Hunter's Point Foundation/ American Indian AIDS Institute
529-93/94	Public Health	Coming Home Support Services
530-93/94	Public Health	Continuum HIV Day Services
531-93/94	Public Health	18th Street Services
532-93/94	Public Health	Filipino Task Force on AIDS
533-93/94	Public Health	Golden Gate Community Inc./Bridge for Kids
534-93/94	Public Health	Home Care Companions
535-93/94	Public Health	Instituto Familiar de la Raza
536-93/94	Public Health	Lutheran Social Services
537-93/94	Public Health	National Task Force on AIDS Prevention
538-93/94	Public Health	Professional Management Development Corp.
539-93/94	Public Health	Project Open Hand
540-93/94	Public Health	Regents of the University of California/Center on Deafness



217-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
541-93/94	Public Health	Rose Resnick Lighthouse for the Blind and Visually Impaired
542-93/94	Public Health	San Francisco AIDS Foundation
543-93/94	Public Health	San Francisco AIDS Foundation
544-93/94	Public Health	San Francisco Food Bank
545-93/94	Public Health	San Francisco Network Ministries/Tenderloin AIDS Resource Center
546-93/94	Public Health	San Francisco Suicide Prevention

Speakers: Pro: James Horan, Department of Public Works  
Daniel Rourke, Department of Public Works  
(Contract Number 521-93/94)

Con: Linda Jofuku, Local 21 (Contract Number 514-93/94)

Action: 1. Contract Number 503-93/94 off calendar at the  
request of the Airports Commission.

2. Adopt Human Resources Director's report on  
remaining contracts; notify the offices of the  
Controller and the Purchaser (Vote of 3 to 0 on  
Contract Number 528-93/94; Commissioner Clopton  
abstaining with the permission of the Commission  
in accordance with Charter Section 3.500).

227-94-1 Resolution of Commendation for Mrs. Roy Matson, Senior Management  
Assistant, Coroner's Office, upon her retirement after forty (40)  
years of service. (Calendar Item No. 4A)

Speakers: None.

Action: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 21, 1994

E M P L O Y E E   S E P A R A T I O N S

DISMISSAL OF PERMANENT EMPLOYEE

Abdul Khaliq, Parking Control Officer, (Class 8214), Department of  
Parking and Traffic. (Calendar Item No. 11)

Action:       Over to the meeting of April 4, 1994 at the request of  
              Mr. Khaliq's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 21, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 13)

None.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 14)

- Status of Civil Service Commission Supplemental Appropriation Request, Fiscal Year 1994-95.
- Assistant Executive Officer, Civil Service Commission - Position Description; Recruitment and Selection Plan; Job Bulletin.

Report presented.

REQUESTS TO SPEAK. (Calendar Item No. 15)

None.

ADJOURNMENT. (Calendar Item No. 16)

Time of Adjournment: 4:20 p.m.

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CITY AND COUNTY OF ~~SAN FRANCISCO~~

~~CIVIL SERVICE COMMISSION~~

# MINUTES OF MEETING

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REGULAR MEETING - APRIL 4, 1994

PART I - 2 p.m.

## ROLL CALL.

Present: Commissioner Clopton  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Kosturos  
Commissioner Rios

Presiding: Commissioner Uyehara presided

## MINUTES.

Regular Meeting of March 21, 1994.

Action: Approve.

Time Convened: 3:00 p.m.

### MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

### COMMISSION STAFF

Albert C. Walker, Executive Officer



ANNOUNCEMENT.

The Civil Service Commission met in closed session on Monday, April 4 at 1:00 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code Sections 54956.9, 54957.6 and 54957 to discuss the following matters:

Present were Commissioners Clopton, Munson and Uyehara.

- A. Two matters with substantial likelihood of litigation.

The Commission consulted with the City Attorney.

- B. Consultation with Labor Negotiator

The Commission instructed its labor negotiator

- C. Personnel Matters; Consideration of charges submitted against two employees.

This matter was continued to an Executive Session on Monday, April 18, 1994 at 1:00 p.m.

005-94-4 Rehearing on the matter of the appeals of the Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (Calendar Item No. 6)

January 3, 1994: Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

February 7, 1994: The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code Section 54956.9 to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;
- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise all future examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

March 7, 1994: Over to the meeting of March 21, 1994 (Special Order of Business to be heard at 3 p.m.).

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Public Utilities Commission.

005-94-4

(cont.) Speakers: Pro: Terri Brady, Public Utilities Commission  
Brian Cunningham  
Cintia Jones,  
Angela West  
Kerry Yee-Johnson  
Claire Zvanski

Con: James Bryant, Local 790

Action: Adopt Human Resources Director's report; deny appeals of  
Shawne Bowen, Ursula Castillo, Myrna Evangelista,  
Catherina Leung, Katherina Messina and Larry Nichols.

169-94-9 Requests to appoint new employees at a salary step higher than  
normal. (Calendar Item No. 4B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5
6. Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7. Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8. Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5



<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
9. Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10. Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11. Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
13. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
17. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18. Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED</u>	<u>RECOMMENDED</u>
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	STEP 4	STEP 4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED</u>	<u>RECOMMENDED</u>
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjellem Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

Speakers: None.

Action: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

251-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
547-93/94	Airport	Robert Waller
548-93/94	Art Commission	Su-Chen Hung
549-93/94	Art Commission	James Carpenter
550-93/94	Art Commission	Vito Acconci
551-93/94	Art Commission	Lewis de Soto
552-93/94	Art Commission	Sheila Ghidini
553-93/94	Art Commission	Leonard Hunter
554-93/94	Art Commission	Maureen O'Rorke Public Relations
555-93/94	Art Commission	Friends of Support Services for the Arts (FSSA)

251-94-8  
(Cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
556-93/94	S.F. Community College District	Mark Holman
557-93/94	Controller	ABR Consulting Group, Inc.
558-93/94	Human Resources	Hanna-Gill Associates
559-93/94	Human Resources	Judith Sweet
560-93/94	Mayor's Office	Ken Blum and Associates
561-93/94	Public Works	Carol Brown
562-93/94	Public Works	To be determined
563-93/94	Public Works	William Jones
564-93/94	Public Utilities Commission	Russet Diesel
565-93/94	Public Utilities Commission	Russet Diesel
566-93/94	Public Utilities Commission	Russet Diesel
567-93/94	Public Utilities Commission	Diversified Diesel Services
568-93/94	Public Utilities Commission	Daniel B. Steiner
569-93/94	Social Services	Children's Council of San Francisco
570-93/94	Social Services	S.F. Community College District
571-93/94	Social Services	American Red Cross, Golden Gate Chapter
572-93/94	Social Services	Audrey L. Smith Development Center, Inc.
573-93/94	Public Health	Haight Ashbury Free Clinics, Inc.

251-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
574-93/94	Public Health	Kathleen Roe
575-93/94	Public Health	Coalition for Immigrant and Refugee Rights and Services
576-93/94	S.F. Community College District	To be determined
577-93/94	Art Commission	Ann Hamilton

Speakers: None.

- Action:
1. Contract Numbers 569-93/94 and 570-93/94 off calendar at the request the Department of Social Services and the San Francisco Community College District respectively.
  2. Adopt Human Resources Director's report on all remaining contracts; notify the offices of the Controller and the Purchaser.

253-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4D)

Speakers: None.

Action: Adopt Human Resources Director's report; approve salary adjustments; notify departments accordingly.

254-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 4C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Margaret Layne Special Assistant XIII (Class 1372)	Airport	5	5
2. Thomas Merrill Radio Technician (Class 7367)	Airport	2	2
3. Sandra Hernandez Director of Health (Class 1168)	Public Health	4	4

254-94-3

(cont)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED</u>	<u>RECOMMENDED</u>
4.	Lisa Lew Health Worker III (Class 2587)	Public Health	5	5
5.	Ralph Jacobson Special Assistant XIII (Class 1372)	Chief Administrative Officer	5	5

Speakers: None.

Action: Adopt Human Resources Director's report.

261-94-1 Request to use a class in the Special Assistant Series for one position in the Civil Service Commission. (Calendar Item No. 4E)

Speakers: None.

Action: Adopt staff report; allow use of Class 1372 Special Assistant XIII in the Civil Service Commission as Assistant Executive Officer.

262-94-5 Proposed amendments to Civil Service Commission Rule 21 - Rules Related To The Employer-Employee Relations Ordinance to implement Proposition L. (Calendar Item No. 4F)

Speakers: None.

Action: Post for adoption.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 4, 1994

E M P L O Y E E   S E P A R A T I O N S

APPEAL OF AUTOMATIC RESIGNATION

Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital. (Calendar Item No. 9)

Action: Over to the meeting of May 2, 1994 at Mr. Arceneaux's request due to illness.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Rachelle D. Burton, Police Communications Dispatcher (Class 8238), San Francisco Police Department, Police Communications Division. (Calendar Item No. 11)

February 7, 1994: Over to the meeting of March 7, 1994 at the request of Local 790 (Vote of 4 to 0).

March 7, 1994: Over to the meeting of April 4, 1994 at the request of Local 790.

Speakers: Pro: Jerry Akins, San Francisco Police Department

Con: Fred Barker, Local 790

Action: Return name to eligible list as recommended by the San Francisco Police Department.

TERMINATION OF TEMPORARY APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), San Francisco Airports Commission. (Calendar Item No. 12)

February 7, 1994: Off calendar at the request of Local 790; to be recalendared if resolution not reached; Airports Commission to apprise the Executive Officer of status within thirty (30) days.

Action: Over to the meeting of September 19, 1994 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, Secretary II, (Class 1446), Department of Public Health, Central Office. (Calendar Item No. 8)

Action: Off Calendar at the request of the Department of Human Resources, Equal Employment Opportunity Unit.

DISMISSAL OF PERMANENT EMPLOYEE

Abdul Khaliq, Parking Control Officer, (Class 8214), Department of Parking and Traffic. (Calendar Item No. 13)

March 21, 1994: Over to the meeting of April 4, 1994 at the request of Mr. Khaliq's attorney.

Action: Off Calendar at the request of the Department of Parking and Traffic.

Dale Yoshizuka, Deputy Clerk, (Class 330), Municipal Court, Criminal Division. (Calendar Item No. 10)

Action: Over to the meeting of April 18, 1994 at the request of the Municipal Court.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 4, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

None

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 15)

- Update of the Business Strategic Plan.

Report presented.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 16)

- Assistant Executive Officer, Civil Service Commission -  
Position Description; Recruitment and Selection Plan;  
Job Bulletin.

Report presented.

REQUESTS TO SPEAK. (Calendar Item No. 17)

None

ADJOURNEMENT. (Calendar Item No. 18)

Time of Adjournment: 3:45 p.m.



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**MINUTES OF MEETING**

REGULAR MEETING - APRIL 18, 1994

SECTION 1 - 2 p.m.

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson

(Items Missed: all items  
except contracts numbers  
582-93/94 and 538-93/94  
(Item No. 4B) and contracts  
numbers 608-93/94; 615-93/94;  
653-93/94 (Item No. 4C).

Commissioner Uyehara

Excused: Commissioner Rios

Presiding: Commissioner Uyehara

MINUTES.

Regular Meeting of April 4, 1994.

Action: Approve.

Time Convened: 2:00 p.m.

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MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



ANNOUNCEMENTS.

1. Special Meeting, April 18, 1994, 12 Noon

The Civil Service Commission held a Special Meeting on Monday, April 18, 1994 at 12 Noon in Room 52D (Basement) City Hall in closed session to consider an appeal in the examination for Class 060 Lieutenant, San Francisco Police Department. This meeting was conducted in accordance with the Supplemental Order of the U.S. District Court under the Consent Decree in the matter of Officers for Justice versus the City and County of San Francisco, et al. (United States District Court Numbers C73-0657 RFP and C77-2884 RFP).

Present were Commissioners Uyehara, Clopton and Kosturos.

The Commission denied the appeal of Stephen A. Zimmerman (Vote of 3 to 0).

2. Special Meeting, April 18, 1994, 12:15 p.m.

The Civil Service Commission held a Special Meeting in closed session on Monday, April 18, 1994 at 12:15 p.m. in Room 52D (Basement) City Hall for the following purposes under the authority of the California Government Code section cited:

Present were Commissioners Uyehara, Clopton and Kosturos.

CONFERENCE WITH LABOR NEGOTIATOR  
(Government Code Section 54957.6)

Agency Negotiator: Wendell L. Pryor, Human Resources Director

Employee Organization: All

The Commission consulted with its labor negotiator.

CONFERENCE WITH LEGAL COUNSEL  
(Government Code Section 54956.9)

Proposed Settlement Agreement in the matter of SEIU v. CCSF (Superior Court Number 936-149).

The Commission approved the proposed settlement agreement with certain amendments.

Padua versus the City and County of San Francisco (Superior Court Number 946-370).

The Commission rescinded its action of May 2, 1992 related to Janice Padua and ordered that no restrictions be placed on her future employment.

Walker versus the City and County of San Francisco (Superior Court Number 954-877).

The Commission conferred with the City Attorney.

ANNOUNCEMENTS. (cont.)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
(Government Code Section 54957)

The matter that was continued from the Commission's Executive Session on April 4, 1994 was continued without discussion to an Executive Session on Monday, May 2, 1994.

001-94-2 Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (Calendar Item No. 8)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

March 21, 1994: Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

Speakers: None.

Action: Over to the meeting of May 2, 1994 by Commission action.

002-94-2 Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (Calendar Item No. 7)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.



002-94-2

(cont.) March 7, 1994:

Over to the meeting of March 21, 1994 at the request of Local 21's attorney.

March 21, 1994:

Deny request for use of hearing officers; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

Speakers: Pro: Edward Gazzano, Department of Public Health  
Sandra Hernandez, Department of Public Health  
Linda Lee, Department of Human Resources

Con: Duane Reno, Attorney for Local 21  
Cynthia Selmar, Department of Public Health

Action: Adopt Human Resources Director's report; deny appeal of Local 21 of the decision of the Human Resources Director to approve the use of Class AA57 Health Center Manager to fill several positions in the Department of Public Health.

169-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4



	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
6.	Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4
7.	Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8.	Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
9.	Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10.	Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11.	Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12.	Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
13.	Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14.	Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15.	Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16.	Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17.	Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
18. Theresa Lee Special Assistant XII (Class 1371)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5
33. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

Speakers: None.

Action: Over to the meeting of May 2, 1994 at the request of the Mayor's Office.

171-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
Speakers:	None.	
Action:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	

215-94-4 Appeal by Markolane M. Gayles of background rejection for Deputy Sheriff (Class 8304). (Calendar Item No. 6)

Speakers: Pro: Sgt. Philip Tutt, Sheriff's Office  
Con: Markolane M. Gayles.

Action: Adopt Human Resources Director's report; deny appeal of Markolane M. Gayles; sustain the decision of the Sheriff.

296-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
578-93/94	Airport	Honeywell, Inc.
579-93/94	Art Commission	Carl Cheng
580-93/94	Art Commission	Fiberstars

296-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
581-93/94	Controller	ABR Consulting Group, Inc.
582-93/94	Juvenile Probation	Bayview Hunters Point Foundation
583-93/94	Juvenile Probation	Bayview Hunters Point Foundation
584-93/94	Juvenile Probation	Ella Hill Hutch Community Center
585-93/94	Juvenile Probation	Y.W.C.A. of San Francisco
586-93/94	Juvenile Probation	Real Alternative Program
587-93/94	Juvenile Probation	Chinatown Youth Center
588-93/94	Juvenile Probation	Morrisania West, Inc.
589-93/94	Juvenile Probation	Potrero Hill Neighborhood House
590-93/94	Juvenile Probation	Potrero Hill Neighborhood House
591-93/94	Juvenile Probation	Pilipino Early Intervention Prog.
592-93/94	Mayor	Roobert F. Kenney Fellow Program/ San Francisco State University
593-93/94	Mayor	San Francisco Unified School District, Nutrition Services
594-93/94	Police	John A. Griffin
595-93/94	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
596-93/94	Public Utilities Commission	McLeod and Associates
597-93/94	Public Utilities Commission	Ronald Yoshiyama

296-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
598-93/94	Public Utilities Commission	David M. Dornbusch & Co., Inc.
599-93/94	Public Utilities Commission	Russett Diesel Service
600-93/94	Police	Wayne Papy
601-93/94	Police	Tiburón, Inc.
602-93/94	Public Works	James Scherocman
603-93/94	Social Services	Children's Council of S.F.
604-93/94	Social Services	Wright Marketing, Inc. DBA National Homecare Systems

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser (Vote of 3 to 0 on Contracts Numbers 582-93/94 and 583-93/94: Commissioner Clopton excused from voting on these two contracts by vote of the other Commissioners under Charter Section 3.500).

297-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
605-93/94	Public Health	Regents, University of California-Family Practice Program
606-93/94	Public Health	UCSF, School of Medicine
607-93/94	Public Health	County of San Mateo Division of Mental Health Services
608-93/94	Public Health	The Youth Leadership Institute
609-93/94	Public Health	Health Management Systems, Inc.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH FEDERAL GRANT CARE BILL FUNDING.		
610-93/94	Public Health	American College of Traditional Medicine
611-93/94	Public Health	Ark of Refuge
612-93/94	Public Health	Baker Places, Inc.
613-93/94	Public Health	Bay Area Addiction Resources and Treatment
614-93/94	Public Health	Bay Area Young Positives
615-93/94	Public Health	Bayview-Hunter's Point Foundation
616-93/94	Public Health	Black Coalition on AIDS
617-93/94	Public Health	CA Pacific Medical Center/Children's Hospital - HIV Center
618-93/94	Public Health	CA Pacific Medical Center/Private Care Services
619-93/94	Public Health	CA Pacific Medical Center/Operation Concern
620-93/94	Public Health	CA Pacific Medical Center/Visiting Nurses & Hospice
621-93/94	Public Health	Catholic Charities
622-93/94	Public Health	Chemical Awareness & Treatment Services
623-93/94	Public Health	Bay Area Addiction Resources and Treatment
624-93/94	Public Health	Family Service Agency of S.F.



297-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
625-93/94	Public Health	Gay Asian Pacific Alliance Community HIV Project
626-93/94	Public Health	Glide Foundation
627-93/94	Public Health	Haight Ashbury Free Medical Clinic
628-93/94	Public Health	Hartford Street Zen Center/Maitri AIDS Hospice
629-93/94	Public Health	Independent Housing Service
630-93/94	Public Health	Institute for Traditional Medicine/Immune Enhancement Program
631-93/94	Public Health	Iris Center
632-93/94	Public Health	Larkin Street Youth Center
633-93/94	Public Health	Lyon Martin Women's Health Services
634-93/94	Public Health	Mission Neighborhood Health Center
635-93/94	Public Health	National Association for the Visually Handicapped
636-93/94	Public Health	Planned Parenthood of Alameda and San Francisco/PHREDA
637-93/94	Public Health	Regents of the University of California/AIDS Clinic
638-93/94	Public Health	Regents of the University of California/AIDS Health Project

297-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
639-93/94	Public Health	Regents of the University of California/Substance Abuse Services
640-93/94	Public Health	St. Mary's Hospital & Medical Center
641-93/94	Public Health	Salvation Army
642-93/94	Public Health	San Francisco Community Clinic Consortium
643-93/94	Public Health	The Support Center
644-93/94	Public Health	University of the Pacific/School of Dentistry
645-93/94	Public Health	Walden House
646-93/94	Public Health	Westside Community Mental Health Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE  
MAYOR'S CRIMINAL JUSTICE COUNCIL.

647-93/94	Mayor	O.M.I. Pilgrim Community Center
648-93/94	Mayor	Visitation Valley Community Center
649-93/94	Mayor	Potrero Hill Neighborhood House
650-93/94	Mayor	Ella Hill Hutch Community Center
651-93/94	Mayor	San Francisco SAFE
652-93/94	Mayor	Chinatown Youth Center
653-93/94	Mayor	Bayview Hunter's Point Foundation
654-93/94	Mayor	Real Alternatives Program, Inc.

297-94-8  
(cont.)

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser (Vote of 3 to 0 on Contracts Numbers 608-93/94; 615-93/94; and 653-93/94: Commissioner Clopton excused from voting on these three contracts by vote of the other Commissioners under Charter Section 3.500).

302-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4F)

Speakers: None.

Action: Adopt Human Resources Director's report; approve salary adjustments; notify departments accordingly.

303-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4E)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1.	Jessie Katz Senior Clerk Typist (Class 1426)	Public Utilities Commission	5	5
2.	Karen Campbell Occupational Therapist (Class 2548)	Public Health	3	3
3.	C. Dusty Lowery Housing Inspector (Class 6270)	Public Works	5	5
4.	Andrew Lathrop, Jr. General Laborer (Class 7514)	Public Works	5	5
5.	Mauricio Trigueros Principal Administrative Analyst (Class 1824)	Public Works	2	2
6.	Steve Hale Employee Relations Representative (Class 1281)	SFCCD	4	4

(cont.)

Speakers: Pro: James Horan, Department of Public Works

Con: None.

- Action:
1. The request for Jessie Katz over to the meeting of May 2, 1994 at the request of the Public Utilities Commission.
  2. The request for Karen Campbell, C. Dusty Lowery, and Mauricio Trigueros off calendar (covered under labor agreement).
  3. Deny request for Andrew Lathrop, Jr. (Vote of 3 to 0).
  4. The request for Steve Hale over to the meeting of May 2, 1994 by Commission action. A representative of the San Francisco Community College District requested to be present to explain the basis for the request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 18, 1994

E M P L O Y E E   S E P A R A T I O N S

TERMINATION OF TEMPORARY APPOINTMENT

Beverly Johnson, Senior Clerk, (Class 1406), Department of Parking and Traffic. (Calendar Item No. 11)

Action:      Off calendar; appeal withdrawn.

APPEAL OF AUTOMATIC RESIGNATION

Dale Yoshizuka, Deputy Clerk, (Class 330), Municipal Court, Criminal Division. (Calendar Item No. 10)

April 4, 1994:              Over to the meeting of April 18, 1994 at the request of the Municipal Court.

Action:      Deny appeal; approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Municipal Court.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 18, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 13)

Report presented.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 14)

Report presented.

REQUESTS TO SPEAK. (Calendar Item No. 15)

None.

ADJOURNMENT. (Calendar Item No. 16)

In memory of Generos Macario, Sr., father of Ellen Gunselman, a member of the Department of Human Resources staff, who died on April 3, 1994.

Time of Adjournment: 3:45 p.m.





251-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
574-93/94	Public Health	Kathleen Roe
575-93/94	Public Health	Coalition for Immigrant and Refugee Rights and Services
576-93/94	S.F. Community College District	To be determined
577-93/94	Art Commission	Ann Hamilton

Speakers: None.

- Action:
1. Contract Numbers 569-93/94 and 576-93/94 off calendar at the request the Department of Social Services and the San Francisco Community College District respectively.
  2. Adopt Human Resources Director's report on all remaining contracts; notify the offices of the Controller and the Purchaser.

253-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4D)

Speakers: None.

Action: Adopt Human Resources Director's report; approve salary adjustments; notify departments accordingly.

254-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 4C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Margaret Layne Special Assistant XIII (Class 1372)	Airport	5	5
2. Thomas Merrill Radio Technician (Class 7367)	Airport	2	2
3. Sandra Hernandez Director of Health (Class 1168)	Public Health	4	4





CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

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MAY 5 1994

SAN FRANCISCO  
PUBLIC LIBRARY

# MINUTES OF MEETING

REGULAR MEETING - MAY 2, 1994

SECTION 1 - 2 p.m.

## TIME CONVENED.

3:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 MIN (10) BOX 41

## ROLL CALL.

Present: Commissioner Kosturos  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Clopton  
Commissioner Rios

Presiding: Commissioner Uyehara

## MINUTES.

Regular Meeting of April 18, 1994.

Action: Approve.

## MEMBERS OF THE COMMISSION

Emil R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

## COMMISSION STAFF

Albert C. Walker, Executive Officer



## ANNOUNCEMENTS.

### Special Meeting, May 2, 1994, 1 p.m.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, May 2, 1994 at 1 p.m. in Room 52D (Basement) City Hall for the following purposes under the authority of the California Government Code section cited:

Present were Commissioners Uyehara, Kosturos, and Munson.

#### CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Negotiator: Wendell L. Pryor, Human Resources Director

Employee Organizations: All

The Commission conferred with and instructed its labor negotiator.

#### CONFERENCE WITH LEGAL COUNSEL (Government Code Section 54956.9)

Two matters involving substantial likelihood of litigation.

The Commission conferred with the City Attorney.

#### PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

Consideration of charges submitted by Granville Hogg against Dr. Don Mead, Director, Juvenile Hall (Class 8344) and Ms. Janet Medina, Assistant Director, Juvenile Hall (Class 8340).

After considering the information provided, the Commission declines to take action under its authority provided by Charter Section 8.341.

#### CLASSIFICATION MATTERS

001-94-2 Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (Calendar Item No. 8)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

001-94-2

(cont.) February 7, 1994:

Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994:

Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

March 21, 1994:

Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

April 18, 1994:

Over to the meeting of May 2, 1994 by Commission action.

Speakers: None.

Action: Over to the meeting of May 16, 1994 by Commission action.

169-94-9 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
7. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
13. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17. Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4
18. Theresa Lee Special Assistant XII (Class 1371)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2

169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5



169-94-9  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
33. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

April 18, 1994: Over to the meeting of May 2, 1994 at the request of the Mayor's Office.

Speakers: None.

Action: Over to the meeting of May 16, 1994 at the request of the Human Resources Director.

171-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet

171-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
April 18, 1994:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	
Speakers:	None.	
Action:	Over to the meeting of May 16, 1994 at the request of the Airports Commission.	

303-94-3 Requests to appoint new employees at a salary step higher than  
normal. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Jessie Katz Senior Clerk Typist (Class 1426)	Public Utilities Commission	5	5
2. Steve Hale Employee Relations Representative (Class 1281)	SFCCD	4	4
April 18, 1994: 1.	The request for Jessie Katz over to the meeting of May 2, 1994 at the request of the Public Utilities Commission.		

303-94-3  
(cont.)

2. The request for Steve Hale over to the meeting of May 2, 1994 by Commission action. A representative of the San Francisco Community College District requested to be present to explain the basis for the request.

Speakers: Request for Jessie Katz:

Pro: Kathy Murray, Public Utilities Commission

Con: None.

Request for Steve Hale:

Pro: Clara Starr, S.F. Community College District

Con: None

Action: Adopt Human Resources Director's report.

324-94-3 Salary Survey for Registered Nurse classifications (Charter Section 8.403), 1994-95. (Calendar Item No. 4E)

Speakers: None.

Action: Adopt Human Resources Director's report; forward to the Board of Supervisors.

328-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
655-93/94	Airport	S.F. Conservation Corps.
656-93/94	Airport	LIMN Co., Inc.
657-93/94	Airport	Dandelion
658-93/94	Airport	DuDell Association, Inc.
659-93/94	Airport	Pacific State Airline Services, Inc.
660-93/94	Airport	Cerand & Co., Inc.

328-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
661-93/94	CAO	Omega World Travel
662-93/94	City Attorney	Hastings College of the Law; UOP McGeorge School of Law; University of California, Los Angeles, School of Law
663-93/94	SFCCD	To Be Determined
664-93/94	SFCCD	To Be Determined
665-93/94	SFCCD	To Be Determined
666-93/94	Controller	Precision Writing
667-93/94	Human Rights Commission	Hastings School of Law
668-93/94	Human Rights Commission	University of S.F.
669-93/94	Human Rights Commission	University of California
670-93/94	Mayor	S.F. Community Television Corp. (SFCTC)
671-93/94	Mayor	S.F. State University- Office of Research & Sponsored Program
672-93/94	Public Health	Health Management Systems, Inc.
673-93/94	Public Health	University of California, S.F.
674-93/94	Public Works	To Be Determined
675-93/94	Social Services	Joan Fountain and Associates
676-93/94	Superior Court	Automated Government Systems
677-93/94	Superior Court	Automated Government Systems

328-94-8

(cont.) Speakers: Contract Number 674-93/94:

Pro: Stanford Snoek, Department of Public Works

Con: Tammy Wong, Department of Public Works

- Action:
1. Contract Number 665-93/94 off calendar at the request of the San Francisco Community College District.
  2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

335-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Charles Oatridge Assistant District Attorney Investigator (Class 8132)	District Attorney	5	5
2. Anthony Romano Assistant District Attorney Investigator (Class 8132)	District Attorney	5	5
3. Rea Puccinelli Trial Attorney (Class 8176)	Police	5	5

Speakers: None.

Action: Adopt Human Resources Director's report.

336-94-3 Appeal by Laura Helm of the Human Resources Director's decision to deny her request for assault pay. (Calendar Item No. 7)

Speakers: None.

Action: Over to the meeting of May 16, 1994 at the request of the City Attorney's Office.

343-94-4 Appeal of the Human Resources Director's denial of protests regarding the rejection of application for the examination for Airport Facilities Service Manager (Class 9248). (Calendar Item No. 9)

Speakers: Pro: Sandy del Agostino, Airports Commission

Con: Lawanna Preston, Local 790

Wai Ken Yee

Action: Adopt Human Resources Director's report; deny appeal of Wai Ken Yee.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 2, 1994

E M P L O Y E E   S E P A R A T I O N S

APPEAL OF AUTOMATIC RESIGNATION

Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital. (Calendar Item No. 10)

April 4, 1994: Over to the meeting of May 2, 1994 at Mr. Arceneaux's request due to illness.

Action: Over to the meeting of May 16, 1994 at the request of the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ranna Bieschke, Firefighter (Class H2), San Francisco Fire Department. (Calendar Item No. 12)

Action: Over to the meeting of May 16, 1994 at Ms. Bieschke's request.

TERMINATION OF TEMPORARY APPOINTMENT

Dean Gutierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office. (Calendar Item No. 11)

Action: Over to the meeting of June 6, 1994 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Patricia Anne Murray, Firefighter (Class H2), San Francisco Fire Department. (Calendar Item No. 13)

Action: Over to the meeting of May 16, 1994 at Ms. Murray's request.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 2, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

Commissioner Munson: Report on the Civil Service Commission Rules  
Revision Committee.

Report presented.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 15)

Report presented.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 16)

Report presented.

REQUESTS TO SPEAK. (Calendar Item No. 17)

None.

ADJOURNMENT. (Calendar Item No. 18)

Time of Adjournment: 4:00 p.m.





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PUBLIC LIBRARY

CITY AND COUNTY OF ~~SAN~~ FRANCISCO  
CIVIL SERVICE COMMISSION

**MINUTES OF MEETING**

REGULAR MEETING - MAY 16, 1994

SECTION 1 - 2 p.m.

TIME CONVENED.

2:05 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 MIN (10) BOX 41

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

(Items Missed: 8 through  
20)

Presiding: Commissioner Uyehara

MINUTES.

Regular Meeting of May 2, 1994 as amended to reflect correction in the approval of the appointment above the entrance rate for Jessie Katz, Public Utilities Commission.

Action: Approve.

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



## ANNOUNCEMENTS.

### Special Meeting, May 16, 1994, 1 p.m.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, May 16, 1994 at 1 p.m. in Room 52D (Basement) City Hall to consider four matters involving substantial likelihood of litigation under the authority of the State of California Government Code Section 54956.9.

Present were Commissioners Uyehara, rios, Clopton, Kosturos and Munson.

The Commission conferred with the City Attorney.

001-94-2 Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (Calendar Item No. 7)

December 6, 1993:	Over to the meeting of January 3, 1994 at the request of staff.
January 3, 1994:	Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.
February 7, 1994:	Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.
March 7, 1994:	Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.
March 21, 1994:	Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).
April 18, 1994:	Over to the meeting of May 2, 1994 by Commission action.
May 2, 1994:	Over to the meeting of May 16, 1994 by Commission action.
Speakers:	Pro: Geoff Rothman, Department of Human Resources Rod Auyang, Department of Public Health- S.F. General Hospital Medical Center
	Con: Duane Reno, Attorney James Vorrises, Requestor Carol Isen, Local 21

001-94-2

- (cont.) Action:
1. Adopt Human Resources Director's report  
(Vote of 4 to 1: Commissioner Kosturos dissents).
  2. Direct the Department of Human Resources to conduct the examination and to promulgate the eligible list for Class 1675 Supervising Fiscal Officer within the next 60 days. Examination to be conducted by the Department of Human Resources staff. Progress Report to be presented at the meeting of June 6, 1994 (Vote of 5 to 0).

169-94-9 Requests to reclassify current employees at no increase in costs.  
(Calendar Item No. 4D)

PART I: EFFECTIVE JULY 1, 1993 THROUGH MAY 6, 1994.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4
7. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
13. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17. Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4
18. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant X (Class 1369)	Mayor's Office	4	4
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5



<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
33. Linda Mjelle Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. Anne Kronenberg Special Assistant XVII (Class 1376)	Mayor's Office	2	2
39. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2

PART II: EFFECTIVE MAY 7, 1994.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	5	5
7. Patrick Lynch Special Assistant VIII (Class 1367)	Mayor's Office	3	3
8. Carolyn Clarke Special Assistant VIII (Class 1367)	Mayor's Office	3	3
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VIII (Class 1367)	Mayor's Office	3	3
11. Penelope Tsai Special Assistant VIII (Class 1367)	Mayor's Office	5	5
12. Steven Barton Special Assistant VIII (Class 1367)	Mayor's Office	5	5
13. Lula Tubbs Special Assistant VIII (Class 1367)	Mayor's Office	5	5
14. Vicki Rambo Special Assistant VIII (Class 1367)	Mayor's Office	5	5
15. Erica Henry Special Assistant VIII (Class 1367)	Mayor's Office	5	5
16. Brian McInerney Special Assistant VIII (Class 1367)	Mayor's Office	5	5

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
17. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	5	5
18. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2
20. Keith Choy Special Assistant IX (Class 1368)	Mayor's Office	5	5
21. Carl Hedleston Special Assistant IX (Class 1368)	Mayor's Office	5	5
22. Frank Schober Special Assistant IX (Class 1368)	Mayor's Office	5	5
23. Lorraine Rominger Special Assistant IX (Class 1368)	Mayor's Office	5	5
24. Derek Chu Special Assistant IX (Class 1368)	Mayor's Office	5	5
25. David Heindel Special Assistant IX (Class 1368)	Mayor's Office	5	5
26. Barrie Stewart Special Assistant IX (Class 1368)	Mayor's Office	5	5
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
30. Joseph Latorre Special Assistant XIV (Class 1373)	Mayor's Office	3	3
31. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
32. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
33. Noah W. Griffin Special Assistant XVI (Class 1375)	Mayor's Office	3	3
34. Margaret Kisliuk Special Assistant XVI (Class 1375)	Mayor's Office	3	3
35. Teresa Serata Special Assistant XVI (Class 1375)	Mayor's Office	3	3
36. Anne Kronenberg Special Assistant XVI (Class 1375)	Mayor's Office	3	3
37. John Bitoff Special Assistant XVI (Class 1375)	Mayor's Office	3	3

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

April 18, 1994: Over to the meeting of May 2, 1994 at the request of the Mayor's Office.

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the Human Resources Director.

Speakers: Pro: None.

Con: Alice Fialkin, SEAM  
Gwen Craig, private citizen

169-94-9  
(cont.)

Action: Adopt Human Resources Director's report.

171-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
April 18, 1994:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	
May 2, 1994:	Over to the meeting of May 16, 1994 at the request of the Airports Commission.	
Speakers:	Pro: James Ilnicki, Airport Gene Bordegary, Airport Harry Overstreet, Representing National Association of Minority Architects	
	Con: David Novogrodsky, Local 21 Glenn Hunt, Local 21	
Action:	Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.	

262-94-5 Proposed amendments to Civil Service Commission Rule 21 - Rules Related To The Employer-Employee Relations Ordinance, to implement Proposition L. (Calendar Item No. 4F)

262-94-5  
(cont.)

April 4, 1994: Post for adoption.

Speakers: None.

Action: Adopt.

336-94-3 Appeal by Laura Helm of the Human Resources Director's decision to deny her request for assault pay. (Calendar Item No. 6)

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the City Attorney's Office.

Speakers: Pro: Tamara George, Department of Human Resources  
Ann Courtright, Public Utilities Commission

Con: Tod Cochran, Local 790  
James Bryant, Local 790  
Laura Helm

Action: 1. Reject Human Resources Director's report; grant appeal of Laura Helm (Vote of 3 to 2: Commissioner Munson and Uyehara dissent).  
2. The Commission directed that the Executive Officer, the Human Resources Director and the City Attorney consult to develop criteria or standards for assault pay. Preliminary report due at the Commission meeting of June 6, 1994.

347-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
678-93/94	Commission on Aging	Asian Law Caucus
679-93/94	Commission on Aging	Bayview Hunter Point Multipurpose Senior Center
680-93/94	Commission on Aging	Bernal Heights Community Foundation
681-93/94	Commission on Aging	CPMC 30th Street Center
682-93/94	Commission on Aging	CPMC Operation Concern

347-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
683-93/94	Commission on Aging	Center for Elderly Suicide Prevention
684-93/94	Commission on Aging	Catholic Charities
685-93/94	Commission on Aging	Centro Latino De San Francisco, Inc.
686-93/94	Commission on Aging	Church of the Advent
687-93/94	Commission on Aging	Episcopal Community Service-Canon Kip
688-93/94	Commission on Aging	Family Service Agency
689-93/94	Commission on Aging	Filipino American Council
690-93/94	Commission on Aging	Golden Gate Senior Services
691-93/94	Commission on Aging	In-Home Supportive Services Consortium (IHSS)
692-93/94	Commission on Aging	Independent Housing Services
693-93/94	Commission on Aging	John King Senior Center
694-93/94	Commission on Aging	Kimochi, Inc.
695-93/94	Commission on Aging	Korean Center, Inc.
696-93/94	Commission on Aging	Legal Assistance To The Elderly
697-93/94	Commission on Aging	Meals on Wheels
698-93/94	Commission on Aging	Y.M.C.A. of San Francisco
699-93/94	Commission on Aging	Mission Community Legal Defense, Inc.
700-93/94	Commission on Aging	Mission Neighborhood Centers, Inc.
701-93/94	Commission on Aging	Mount Zion Institute on Aging



347-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
702-93/94	Commission on Aging	North of Market Senior Services
703-93/94	Commission on Aging	Reality House West
704-93/94	Commission on Aging	Russian American Community Services
705-93/94	Commission on Aging	San Francisco Senior Center - Downtown Branch
706-93/94	Commission on Aging	The Salvation Army
707-93/94	Commission on Aging	Self-Help For The Elderly
708-93/94	Commission on Aging	United Jewish Community Center
709-93/94	Commission on Aging	The United Way Adult Day Health Care Network
710-93/94	Commission on Aging	Visitation Valley Community Center
711-93/94	Commission on Aging	Western Addition Senior Citizens Service Center
712-93/94	Commission on Aging	Centro Latino De San Francisco
713-93/94	Commission on Aging	Church of the Advent
714-93/94	Commission on Aging	CPMC Senior Services
715-93/94	Commission on Aging	Filipino-American Council of San Francisco
716-93/94	Commission on Aging	Kimochi, Inc.
717-93/94	Commission on Aging	Korean Center, Inc.
718-93/94	Commission on Aging	Meals on Wheels of San Francisco, Inc.

347-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
719-93/94	Commission on Aging	Russian American Community Services
720-93/94	Commission on Aging	Salvation Army
721-93/94	Commission on Aging	Self-Help For The Elderly
722-93/94	Commission on Aging	United Jewish Community Center
723-93/94	Commission on Aging	Western Addition Senior Citizens Service Center

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

348-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
724-93/94	Airports Commission	Shelley Dowell
725-93/94	Airports Commission	Hal Fischer
726-93/94	Airports Commission	Leigh Fisher Associates
727-93/94	Airports Commission	Fong & Chan Architects
728-93/94	Airports Commission	Teresa Grana
729-93/94	Art Commission	Ayc Ltd.
730-93/94	Art Commission	Douglas Hollis
731-93/94	Art Commission	Hilda Shum
732-93/94	CAO	To Be Determined
733-93/94	S.F. Community College District	Mazzetti & Associates, Inc., S.F.
734-93/94	Controller	ACS Commercial Services Corp.

348-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
735-93/94	Controller	Imprimatur, Inc.
736-93/94	Controller	Main Consulting
737-93/94	Controller	Melotech, Inc.
738-93/94	Controller	Chava Williams, Inc.
739-93/94	Controller	Savvy, Inc.
740-93/94	Controller	S.K. White Consulting
741-93/94	Controller	Tim Meager & Associates, Inc.
742-93/94	Controller	Trident Services
743-93/94	Controller	Tri-Pacific Consulting
744-93/94	Juvenile Probation	S.F. Boys' and Girls' Home (CYO)
745-93/94	Mayor	Asian Women's Resource Center
746-93/94	Mayor	Caheed, Inc.
747-93/94	Mayor	California Lawyers for the Arts
748-93/94	Mayor	Children's Council of S.F.
749-93/94	Mayor	Community Educational Services
750-93/94	Mayor	Economic Opportunity Council of S.F.
751-93/94	Mayor	Oceanside-Merced- Ingleside Community Association
752-93/94	Mayor	Real Alternatives Program, Inc.
753-93/94	Mayor	Wu Yee Children's Services

348-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
754-93/94	Mayor	CGMS Incorporated
755-93/94	Public Health	Weissburg & Aronson
756-93/94	Public Health	Chemical Awareness and Treatment Services
757-93/94	Public Health	Patt Denning, Ph.D.
758-93/94	Social Services	S.F. Paramedic Association
759-93/94	Social Services	In-Home Supportive Services Consortium

Speakers: None.

Action: 1. Contract Number 755-93/94 off calendar at the request of the Department of Public Health.

2. Contracts Number 734-93/94; 735-93/94; 736-93/94; 737-93/94; 738-93/94; 739-93/94; 740-93/94; 741-93/94; 742-93/94; and 743-93/94 over to the meeting of June 6, 1994 at the request of the Controller.

3. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

355-94-1 Plan of the Department of Human Resources to monitor expanded certifications. (Calendar Item No. 8)

Speakers: Pro: Evelyn Hogan-Jackson, Department of Human Resources  
Jose Lebron, Department of Human Resources

Con: None.

Action: Approve Human Resources Director's report as amended by the Commission (page 11 of Human Resources Director's report); Department of Human Resources to implement expanded certifications and submit its first monitoring report to Civil Service Commission in September 1994.

370-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Jackson Wong Deputy Director (Class 9274)	Airport	5	5
2. Karen Hong Special Assistant VI (Class 1365)	CAO	5	5
3. Catherine Payer Senior Attorney (Class 8178)	City Attorney	2	2
4. Lisa Wong Attorney (Class 8174)	City Attorney	5	5
5. Robert Faine District Attorney Investigator (Class 8146)	District Attorney	5	5

Speakers: Request for Lisa Wong:

Pro: John Johnston, City Attorney  
Tamara George, Department of Human Resources

Con: None.

Action:

1. Request for Catherine Payer off calendar at the request of the City Attorney.
2. Request for Robert Faine over to the meeting of June 6, 1994 by Commission action; representative of the District Attorney's Office requested to be in attendance.
3. Adopt Human Resources Director's report on remaining requests.

380-94-1 Classification and salary study of one new position in the Ethics Commission (Proposition K; November 1993 Ballot - Charter Section 3.699-16). (Calendar Item No. 4H)

Speakers: None.

380-94-1

(cont.)      Action:      Direct the Department of Human Resources to conduct the classification and salary study required under Charter Section 3.699-16 - Transfer of Position (Proposition K; November 1993 Ballot) and report the results of that study to the Mayor and the Board of Supervisors.

381-94-5      Correction of clerical errors and omissions to Rule 11 - Certification of Eligibles. (Calendar Item No. 4G)

Speakers:      None.

Action:      Adopt staff report; direct that the clerical errors and omissions to Civil Service Commission Rule 11 - Certification of Eligibles in the January 4, 1994 edition be corrected and the amended pages issued.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 16, 1994

E M P L O Y E E   S E P A R A T I O N S

APPEAL OF AUTOMATIC RESIGNATION

Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital. (Calendar Item No. 10)

April 4, 1994: Over to the meeting of May 2, 1994 at Mr. Arceneaux's request due to illness.

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the Department of Public Health.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health (Vote of 3 to 1: Commissioner Kosturos dissents).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ranna Bieschke, Firefighter (Class H2), San Francisco Fire Department. (Calendar Item No. 14)

May 2, 1994: Over to the meeting of May 16, 1994 at Ms. Bieschke's request.

Action: Off calendar at the request of the Department of Human Resources, Equal Employment Opportunity Unit.

APPEAL OF AUTOMATIC RESIGNATION

Pilarsita Castro, Custodian (Class 2708), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 11)

Action: Over to the meeting of June 20, 1994 at the request of Local 790.



#### RESIGNATION - SERVICES UNSATISFACTORY

David W. Collins, Senior Estate Investigator (Class 4231), Public Administrator/Public Guardian. (Calendar Item No. 15)

February 7, 1994: Over to the meeting of May 16, 1994 at the request of Mr. Collins' attorney.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### DISMISSAL OF PERMANENT EMPLOYEE

Robert Culloty, Stationary Engineer (Class 7334), Department of Public Health (Laguna Honda Hospital). (Calendar Item No. 16)

February 7, 1994: Off calendar at Mr. Culloty's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and verification of satisfactory progress in a rehabilitation program acceptable to the Human Resources Director. Not to be employed again by the Department of Public Health.

#### APPEAL OF AUTOMATIC RESIGNATION

Michael Fuller, Counselor, Log Cabin Ranch (Class 8321), Juvenile Probation Department, Log Cabin Ranch. (Calendar Item No. 12)

Action: Over to the meeting of June 6, 1994 at Mr. Fuller's request.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Patricia Anne Murray, Firefighter (Class H2), San Francisco Fire Department. (Calendar Item No. 13)

May 2, 1994: Over to the meeting of May 16, 1994 at Ms. Murray's request.

Action: Off calendar at the request of the Department of Human Resources, Equal Employment Opportunity Unit.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 16, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 17)

Commissioner Munson: Report on the Civil Service Commission Rules Revision Committee.

Report presented.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 18)

Status Report on the Layoff Processing Team (LOPT).

Report presented.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 19)

Report presented.

REQUESTS TO SPEAK. (Calendar Item No. 20)

Speakers: Harry Baker, SEIU

The Commission directed that the issue of long-term temporary/provisional employments be referred to the Civil Service Commission Rules Revision Committee with instruction that the Committee consider the issues presented and return to the Commission with a recommended plan to address them.

ADJOURNMENT. (Calendar Item No. 21)

Time of Adjournment: 6:11 p.m.

303-94-3  
(cont.)

2. The request for Steve Hale over to the meeting of May 2, 1994 by Commission action. A representative of the San Francisco Community College District requested to be present to explain the basis for the request.

Speakers: Request for Jessie Katz:

Pro: Kathy Murray, Public Utilities Commission

Con: None.

Request for Steve Hale:

Pro: Clara Starr, S.F. Community College District

Con: None

Action: 1. Approve Step 3 for Jessie Katz.

2. Adopt Human Resources Director's report on Steve Hale.

324-94-3 Salary Survey for Registered Nurse classifications (Charter Section 8.403), 1994-95. (Calendar Item No. 4E)

Speakers: None.

Action: Adopt Human Resources Director's report; forward to the Board of Supervisors.

328-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
655-93/94	Airport	S.F. Conservation Corps.
656-93/94	Airport	LIMN Co., Inc.
657-93/94	Airport	Dandelion
658-93/94	Airport	DuDell Association, Inc.
659-93/94	Airport	Pacific State Airline Services, Inc.
660-93/94	Airport	Cerand & Co., Inc.



CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.  
JUN 10 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

**MINUTES OF MEETING**

REGULAR MEETING - JUNE 6, 1994

SECTION 1 - 2 p.m.

TIME CONVENED.

2:06 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 MIN (10) BOX 41

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Rios presided

MINUTES.

Regular Meeting of May 16, 1994.

Action: Approve.

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



ANNOUNCEMENT.

A. SPECIAL MEETING, JUNE 6, 1994, 1 p.m.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) today, Monday, June 6, 1994 at 1 p.m. in Room 52D (Basement) City Hall:

- CONFERENCE WITH LEGAL COUNSEL TO DISCUSS ONE MATTER WITH SUBSTANTIAL LIKELIHOOD OF LITIGATION.

Authority: Government Code Section 54956.9

- CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING

Authority: Government Code Section 54957.6

- Present were Commissioners Rios, Clopton, Munson and Kosturos.

Action: 1. The Commission conferred with the City Attorney on the matter with substantial likelihood of litigation.

2. On the labor relations issues, the Commission instructed its negotiator.

B. Commissioner Emi Uyehara notified her colleagues on the Civil Service Commission, Civil Service Commission and Department of Human Resources staff, and the meeting audience of her intension to resign from the Civil Service Commission due to personal and professional commitments. The resignation would be effective as soon as a replacement is sworn into office by the Mayor or no later than July 30, 1994. Other members of the Commission expressed their deep regret and commended Commissioner Uyehara for being a major catalyst of change, a role model, and an example of excellence in public service. In addition, several of Commissioner Uyehara's major contributions to the Commission were noted especially her major responsibility in bringing order and expeditiousness to Commission proceedings, her major influence on and support of Civil Service Commission Rules changes and Charter amendments, and her continued, untiring efforts to bring improvement to the Commission and to the San Francisco civil service merit system.

ELECTION OF OFFICERS. (Calendar Item No. 4)

Commissioner Juan Rios was elected President and Commissioner Karen Clopton, Vice President, for terms of office expiring May 31, 1994.

CLASSIFICATION MATTERS

- 341-94-4 Appeal of the Human Resources Director's denial of the appeal by Local 21 of the provision of the examination announcement for Training Coordinator (Class 1237) providing for use of the Rule of the List to certify eligibles. (Calendar Item No. 7)

Speakers: None.

Action: Over to the meeting of June 20, 1994 at the request of Local 21.

- 348-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
734-93/94	Controller	ACS Commercial Services Corp.
735-93/94	Controller	Imprimatur, Inc.
736-93/94	Controller	Main Consulting
737-93/94	Controller	Melotech, Inc.
738-93/94	Controller	Pacific Coast Systems
739-93/94	Controller	Savvy, Inc.
740-93/94	Controller	S.K. White Consulting
741-93/94	Controller	Tim Meager & Associates, Inc.
742-93/94	Controller	Trident Services
743-93/94	Controller	Tri-Pacific Consulting

May 16, 1994: Contracts Number 734-93/94; 735-93/94; 736-93/94; 737-93/94; 738-93/94; 739-93/94; 740-93/94; 741-93/94; 742-93/94; and 743-93/94 over to the meeting of June 6, 1994 at the request of the Controller.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.



348-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
755-93/94	Public Health	Weissburg & Aronson

Speakers: Pro: Hope Kamimoto

Con: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

370-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 5E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Robert Faine District Attorney Investigator (Class 8146)	District Attorney	5	5

May 16, 1994: Request for Robert Faine over to the meeting of June 6, 1994 by Commission action; representative of the District Attorney's Office requested to be in attendance.

Speakers: Pro: Bridget Bane, District Attorney

Con: None.

Action: Adopt Human Resources Director's report.

422-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
760-93/94	Airport	Gaspar-Jaguar Services
761-93/94	Airport	Howry Design Associates
762-93/94	Airport	Towill, Inc.
763-93/94	Airport	To Be Determined



422-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
764-93/94	Airport	Accu Data Traffic Services
765-93/94	Art Commission	Maureen O'Rorke Public Relations
766-93/94	Animal Care & Control	HLP-Chameleon/CMS
767-93/94	Animal Care & Control	Mission Pet Hospital
768-93/94	Animal Care & Control	California Center for Wildlife
769-93/94	Animal Care & Control	Pets Unlimited
770-93/94	Chief Administrative Officer	Public Safety Consultants, Inc.
771-93/94	Chief Administrative Officer	Stephanie M. Carlisle
772-93/94	City Attorney	Santa Clara University; University of California, Davis; University of Vermont; University of Oregon
773-93/94	Controller	K.P.M.G. Peat Marwick
774-93/94	Controller	Owens Information Systems, Inc.
775-93/94	Controller	Pilot Executive Software
776-93/94	Controller	Professional Solutions, Inc.
777-93/94	Controller	S.K. White Consulting
778-93/94	Controller	To Be Determined
779-93/94	Human Rights Commission	James L. Martin dba Mutual Interest Group
780-93/94	Mayor	Arriba Juntos



422-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
764-93/94	Airport	Traffic Data Service
765-93/94	Art Commission	Maureen O'Rorke Public Relations
766-93/94	Animal Care & Control	HLP-Chameleon/CMS
767-93/94	Animal Care & Control	Mission Pet Hospital
768-93/94	Animal Care & Control	California Center for Wildlife
769-93/94	Animal Care & Control	Pets Unlimited
770-93/94	Chief Administrative Officer	Public Safety Consultants, Inc.
771-93/94	Chief Administrative Officer	Stephanie M. Carlisle
772-93/94	City Attorney	Santa Clara University; University of California, Davis; University of Vermont; University of Oregon
773-93/94	Controller	K.P.M.G. Peat Marwick
774-93/94	Controller	Owens Information Systems, Inc.
775-93/94	Controller	Pilot Executive Software
776-93/94	Controller	Professional Solutions, Inc.
777-93/94	Controller	S.K. White Consulting
778-93/94	Controller	To Be Determined
779-93/94	Human Rights Commission	James L. Martin dba Mutual Interest Group
780-93/94	Mayor	Arriba Juntos

422-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
781-93/94	Mayor	Audrey L. Smith Developmental Center, Inc.
782-93/94	Mayor	Bernal Heights Neighborhood Center
783-93/94	Mayor	Caheed, Inc.
784-93/94	Mayor	Chinatown Youth Center
785-93/94	Mayor	Community United Against Violence
786-93/94	Mayor	Japanese Community Youth Council
787-93/94	Mayor	Japanese Community Youth Council
788-93/94	Mayor	Jewish Vocational and Career Counseling Service
789-93/94	Mayor	Ocean-Ingelside-Merced Pilgrim Community Center
790-93/94	Mayor	Private Industry Council
791-93/94	Mayor	Real Alternatives Program, Inc.
792-93/94	Mayor	San Francisco Unified School District--CHDP Nurse
793-93/94	Mayor	San Francisco Unified School District-- Child Development Program
794-93/94	Mayor	San Francisco Unified School District-- School Health Programs

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
795-93/94	Mayor	Wajumbe Cultural Institution, Inc.
796-93/94	Mayor	Bernal Gang Prevention/Youth Outreach Program
797-93/94	Mayor	Chinatown Youth Services
798-93/94	Mayor	Real Alternatives Program
799-93/94	Mayor	San Francisco Youth Courts, Inc.
800-93/94	Police	Real Alternatives Program (La Casa de los Jovenes)
801-93/94	Port	Grand World Shipping Agencies, Inc.
802-93/94	Port	Journal of Commerce
803-93/94	Port	Masahiko Iwashita (Tokyo)
804-93/94	Port	Smith, Dawson & Andrews
805-93/94	Port	Trade Reps Ltd. (Chicago)
806-93/94	Port	To Be Determined
807-93/94	Public Utilities Commission	Call Company, Ltd.
808-93/94	Public Works	Energy Management Services
809-93/94	Public Works	To Be Determined
810-93/94	Public Works	To Be Determined
811-93/94	Purchasing	Mardave Compu, Inc.
812-93/94	Social Services	Catholic Charities
813-93/94	Social Services	Central City Hospitality House

422-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
814-93/94	Social Services	Community Housing Partnership
815-93/94	Social Services	Conard House, Inc.
816-93/94	Social Services	Economic Opportunity Council
817-93/94	Social Services	Episcopal Community Services
818-93/94	Social Services	Family Service Agency of San Francisco
819-93/94	Social Services	Family Support Services of the Bay Area
820-93/94	Social Services	Hamilton Family Center
821-93/94	Social Services	Mission Childcare Consortium
822-93/94	Mayor	Operation Contact
823-93/94	Social Services	St. Vincent de Paul Society of San Francisco
824-93/94	Social Services	San Francisco Child Abuse Council
825-93/94	Social Services	San Francisco Unified School District (District)
826-93/94	Social Services	Tenderloin Housing Clinic, Inc.
827-93/94	Social Services	Travelers Aid San Francisco

Speakers: Contracts Numbers 761-93/94 and 762-93/94:

Pro: Michael Casey, Airports Commission

Con: Linda Jofuku, Local 21

422-94-8

(cont.) Speakers: Contracts Numbers 764-93/94 and 765-93/94:

Pro: None.

Con: Linda Jofuku, Local 21

Contract Number 773-93/94:

Pro: Ron Hass, Controller  
Eva Bruce, Controller

Con: Linda Jofuku, Local 21

- Action:
1. Contract Number 763-93/94 off calendar at the request of the Airports Commission.
  2. Contracts Numbers 809-93/94 and 810-93/94 over to the meeting of June 20, 1994.
  3. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

423-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
828-93/94	Public Health	Arriba Juntos/ Instituto for the Arts of Living
829-93/94	Public Health	Baker Places, Inc.
830-93/94	Public Health	Bayview Hunter's Point Foundation
831-93/94	Public Health	California Pacific Medical Center
832-93/94	Public Health	Catholic Charities of S.F.
833-93/94	Public Health	Conard House, Inc.
834-93/94	Public Health	Continuum: HIV Day Services
835-93/94	Public Health	Crestwood Hospitals, Inc.



423-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
836-93/94	Public Health	Edgewood Children's Center
837-93/94	Public Health	Episcopal Community Services
838-93/94	Public Health	Family Service Agency of S.F.
839-93/94	Public Health	Instituto Familiar de la Raza
840-93/94	Public Health	MSC Psychiatric Services Corp.
841-93/94	Public Health	MV Transportation
842-93/94	Public Health	Mental Health Management I, Inc.
843-93/94	Public Health	Oakes Children's Center, Inc.
844-93/94	Public Health	Patients Rights Advocacy Services, Inc.
845-93/94	Public Health	Progress Foundation
846-93/94	Public Health	Ramsell Corporation
847-93/94	Public Health	Recreation Center for the Handicapped, Inc.
848-93/94	Public Health	Regents of the University of California - Center on Deafness
849-93/94	Public Health	Regents of the University of California - Langley Porter Hospital
850-93/94	Public Health	Regents of the University of California - Department of Psychiatry

423-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
851-93/94	Public Health	Richmond Area Multi-Services, Inc.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center
854-93/94	Public Health	St. Mary Pharmacy Management Services
855-93/94	Public Health	San Francisco Drug Abuse Advisory Board, Inc.
856-93/94	Public Health	San Francisco Mental Health Education Funds, Inc.
857-93/94	Public Health	San Francisco Suicide Prevention, Inc.
858-93/94	Public Health	County of San Mateo, Division of Mental Health Services
859-93/94	Public Health	Swords to Plowshares
860-93/94	Public Health	Volunteer Center of San Francisco
861-93/94	Public Health	Westside Community Mental Health Center, Inc.
862-93/94	Public Health	Asian American Recovery Services, Inc.
863-93/94	Public Health	Bay Area Addiction, Research and Treatment, Inc.
864-93/94	Public Health	Center for Human Development, Inc.
865-93/94	Public Health	Center for Juvenile and Criminal Justice, Inc.

423-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
866-93/94	Public Health	Chemical Awareness and Treatment Services, Inc.
867-93/94	Public Health	18th Street Services, Inc.
868-93/94	Public Health	Eclectic Communications, Inc.
869-93/94	Public Health	Friendship House Association of American Indians, Inc.
870-93/94	Public Health	Haight Ashbury Free Clinics, Inc.
871-93/94	Public Health	Henry Ohlhoff House, Inc.
872-93/94	Public Health	Horizons Unlimited of San Francisco
873-93/94	Public Health	IRIS Center: Women's Counseling and Recovery Services
874-93/94	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
875-93/94	Public Health	Morrisania West, Inc.
876-93/94	Public Health	National Council on Alcoholism & Other Drug Addictions-Bay Area, Inc.
877-93/94	Public Health	North of Market Senior Services
878-93/94	Public Health	Potrero Hill Neighborhood House, Inc.
879-93/94	Public Health	St. Vincent de Paul Society of San Francisco

423-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
880-93/94	Public Health	The Salvation Army, A California Corporation
881-93/94	Public Health	San Francisco Pretrial Diversion Project, Inc.
882-93/94	Public Health	University of California/AIDS Health Project
883-93/94	Public Health	Walden House, Inc.
884-93/94	Public Health	Women's Alcoholism Center, Inc.
885-93/94	Public Health	Baker Places
886-93/94	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice of S.F.
887-93/94	Public Health	Catholic Charities of S.F.
888-93/94	Public Health	Central City Hospitality House
889-93/94	Public Health	Community United Against Violence
890-93/94	Public Health	Regents of the University of California/AIDS Health Project
891-93/94	Public Health	San Francisco AIDS Foundation
892-93/94	Public Health	San Francisco AIDS Foundation
893-93/94	Public Health	San Francisco AIDS Foundation/HIV Prevention Project
894-93/94	Public Health	Shanti Project
895-93/94	Public Health	Stop AIDS Project

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
896-93/94	Public Health	Bay View Hunter's Point Foundation
897-93/94	Public Health	Bayview Hunter's Point Foundation - Mental Health Service
898-93/94	Public Health	Maureen O'Rorke Public Relations and Advertising
899-93/94	Public Health	Mission Neighborhood Health Center
900-93/94	Public Health	Polaris Research and Development
901-93/94	Public Health	Polaris Research and Development
902-93/94	Public Health	San Francisco Hearing and Speech Center
903-93/94	Public Health	Capital Inventory, Inc.
904-93/94	Public Health	Family Service Agency (Foster Grandparents Program)
905-93/94	Public Health	Transcription Stat, Inc.
906-93/94	Public Health	Baker Places, Inc.
907-93/94	Public Health	Legal Services for Children
908-93/94	Public Health	Lutheran Social Services
909-93/94	Public Health	National Task Force on AIDS Prevention
910-93/94	Public Health	Regents of the University of California - Pediatric AIDS Program & Women's Specialty Clinic

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
911-93/94	Public Health	San Francisco AIDS Foundation

Speakers: Contracts Numbers 828-93/94; 829-93/94; 830-93/94; 831-93/94; 834-93/94; 843-93/94; 845-93/94; 846-93/94; 849-93/94; 850-93/94; 851-93/94; 854-93/94; 855-93/94; 856-93/94; 861-93/94; 862-93/94; 863-93/94; 864-93/94; 865-93/94; 866-93/94; 867-93/94; 868-93/94; 869-93/94; 870-93/94; 871-93/94; 872-93/94; 873-93/94; 875-93/94; 876-93/94; 877-93/94; 878-93/94; 879-93/94; 880-93/94; 881-93/94; 882-93/94; 883-93/94; 884-93/94; 888-93/94; 889-93/94; 890-93/94; 891-93/94; 895-93/94; 898-93/94; 902-93/94; and 907-93/94:

Pro: Monique Zmuda, Department of Public Health  
(Contracts Numbers 840-93/94; 852-93/94 and 853-93/94)

Con: Linda Jofuku, Local 21  
Larry Griffin, Local 535 (Contracts 840-93/94; 852-93/94; and 853-93/94)

- Action:
1. Contracts Numbers 840-93/94; 852-93/94; and 853-93/94 over to the meeting of June 20, 1994 at the request of Local 250.
  2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser. (Vote of 4 to 0: Commissioner Clopton excused from voting on Contracts Numbers 830-93/94; 896-93/94; and 897-93/94 in accordance with Charter Section 3.500).

426-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 5F)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Barbara Aygun Secretary II (Class 1446)	Airport	5	5
2. Patricia Carazo Animal Health Technician (Class 3375)	Animal Care and Control	4	4

426-94-3  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
3. Tania Bauer Secretary to the Commission on Aging (Class 1546)	Commission on Aging	4	4
4. Mark Epstein Trial Attorney (Class 8176)	District Attorney	5	5
5. Ace Tago Manager of Finance Administration (Class 8336)	Juvenile Hall	4	4
6. Beverly Tom Clerk Typist (Class 1424)	Public Health	5	5
7. Enrique Palacios Staff Assistant XVII (Class 1376)	SFUSD	3	3
8. Debbie Alvarez-Rodriguez Staff Assistant XVII (Class 1376)	SFUSD	3	3

Speakers: None.

Action: Adopt Human Resources Director's report.

427-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 5G)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

430-94-4 Appeal by Eric Fenton of background rejection for Airport Police Service Aide (Class 9209). (Calendar Item No. 8)

Speakers: None.

Action: Over to the meeting of June 20, 1994 at the request of Mr. Fuller's attorney.



AMENDED  
6/6/94 CSC Mtg.

426-94-3  
(cont.)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
3.	Tania Bauer Secretary to the Commission on Aging (Class 1546)	Commission on Aging	4	4
4.	Mark Epstein Trial Attorney (Class 8176)	District Attorney	5	5
5.	Ace Tago Manager of Finance Administration (Class 8336)	Juvenile Hall	4	4
6.	Beverly Tom Clerk Typist (Class 1424)	Public Health	5	5
7.	Enrique Palacios Staff Assistant XVII (Class 1376)	SFUSD	3	3
8.	Debbie Alvarez-Rodriguez Staff Assistant XVII (Class 1376)	SFUSD	3	3

Speakers: None.

Action: Adopt Human Resources Director's report.

427-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 5G)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

430-94-4 Appeal by Eric Fenton of background rejection for Airport Police Service Aide (Class 9209). (Calendar Item No. 8)

Speakers: None.

Action: Over to the meeting of June 20, 1994 at the request of Mr. Fenton's attorney.



431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (Calendar Item No. 9)

Speakers: None.

Action: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

441-94-5 Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify that meetings of the Trust Fund Board are covered by State and local public meeting laws. (Calendar Item No. 5H)

Speakers: None.

Action: Over to the meeting of July 18, 1994 at the request of the City Attorney.

442-94-5 From the Civil Service Commission Rules Revision Committee:

Proposed addition to the Civil Service Commission Rules adding proposed new Rule 32A - Layoff of Provisional Employees, to restore the use of seniority for the layoff of provisional employees. (Calendar Item No. 5I)

Speakers:

Comments on the census of provisional employees:

Ray Wong

Kira Chuchom

No speakers pro or con File Number 442-94-5.

Action:     1.     Post for adoption at the meeting of June 20, 1994.

              2.     Circulate for meet and confer.

              3.     The Commission requested that the Executive Officer follow-up with Department of Human Resources staff to determine the correct population of provisional employees in the City and County and School Districts workforces, to develop formats for reporting figures and to establish a regular reporting schedule to the Civil Service Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1994

E M P L O Y E E S E P A R A T I O N S

APPEAL OF PROMOTIVE PROBATIONARY APPOINTMENT

Sylvia Alvarez-Lynch, Executive Secretary II (Class 1452), San Francisco War Memorial and Performing Arts Center, General Administration. (Calendar Item No. 11)

Speakers: Carol Sam, Department of Public Health  
Thelma Shelley, War Memorial

Action: Approve. Authorize appointment to a vacant position in Class 1450 Executive Secretary I. Not to be employed again by the San Francisco War Memorial and Performing Arts Center.

APPEAL OF AUTOMATIC RESIGNATION

Eugene Foley, Car and Auto Painter (Class 7309), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 13)

Speakers: None.

Action: Over to the meeting of June 20, 1994 by Commission action due to file not being available to the Commissioners.

APPEAL OF AUTOMATIC RESIGNATION

Michael Fuller, Counselor, Log Cabin Ranch (Class 8321), Juvenile Probation Department, Log Cabin Ranch. (Calendar Item No. 12)

May 16, 1994: Over to the meeting of June 6, 1994 at Mr. Fuller's request.

Speakers: Terrance Daniel, Juvenile Probation Department

Action: Grant appeal. Return to a position in Class 8321 Counselor, Log Cabin Ranch, Juvenile Probation Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1994

EMPLOYEE SEPARATIONS

APPEAL OF PROMOTIVE PROBATIONARY APPOINTMENT

Sylvia Alvarez-Lynch, Executive Secretary II (Class 1452), San Francisco War Memorial and Performing Arts Center, General Administration. (Calendar Item No. 11)

Speakers: Pro: Carol Sam, Department of Public Health  
Thelma Shelley, War Memorial

Con: Bara Thomson

Action: Approve. Authorize appointment to a vacant position in Class 1450 Executive Secretary I. Not to be employed again by the San Francisco War Memorial and Performing Arts Center (Vote of 4 to 1: Commissioner Uyehara dissents).

APPEAL OF AUTOMATIC RESIGNATION

Eugene Foley, Car and Auto Painter (Class 7309), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 13)

Speakers: None.

Action: Over to the meeting of June 20, 1994 by Commission action due to file not being available to the Commissioners.

APPEAL OF AUTOMATIC RESIGNATION

Michael Fuller, Counselor, Log Cabin Ranch (Class 8321), Juvenile Probation Department, Log Cabin Ranch. (Calendar Item No. 12)

May 16, 1994: Over to the meeting of June 6, 1994 at Mr. Fuller's request.

Speakers: Pro: Terrance Daniel, Juvenile Probation Department

Con: Michael Fuller

Action: Grant appeal. Return to a position in Class 8321 Counselor, Log Cabin Ranch, Juvenile Probation Department.

AMENDED  
6/6/94 CSC MTH.

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TERMINATION OF TEMPORARY APPOINTMENT

Dean Guttierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office. (Calendar Item No. 15)

May 2, 1994: Over to the meeting of June 6, 1994 at the request of Local 790.

Speakers: None.

Action Over to the meeting of June 20, 1994 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gerald M. Sellers, Transcriber Typist (Class 1430), Department of Public Health, San Francisco General Hospital Medical Center. (Calendar Item No. 14)

Speakers: None.

Action: Over to the meeting of June 20, 1994 at the request of Local 790.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 16)

Commissioner Munson: 1. Report on the Civil Service Commission Rules Revision Committee's Public Hearing on May 24, 1994.

Report presented.

2. From the Civil Service Commission Rules Revision Committee:

Proposed Civil Service Commission Policy to expedite the processing of personal services contracts.

The Commission referred to the Rules Revision Committee the matter of developing a policy on processing personal services contracts for recommendation to the Civil Service Commission.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 17)

Progress Report on the examination for Supervising Fiscal Officer (Class 1675).

May 16, 1994: The Department of Human Resources directed to conduct the examination and to promulgate the eligible list for Class 1675 Supervising Fiscal Officer within the next 60 days. Examination to be conducted by the Department of Human Resources staff. Progress Report to be presented at the meeting of June 6, 1994 (Vote of 5 to 0).

Speakers: Pro: Ann Branston, Department of Public Works

Con: Carol Isen, Local 21  
James Vorrises

Action: The Commission extended the recruitment period by two additional weeks (14 days) and extended deadline for adoption of the eligible list to a total of 74 days from May 16, 1994.

Report presented on other matters.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 18)

For Action

1. Proposal for the development of a program for phaseout of longterm provisional employment.

Speakers: None.

Action: Over to the meeting of June 20, 1994. The Commission directed the Executive Officer to work with the Department of Human Resources staff to develop a regular system to keep the Commission apprised of the number of classes in the Classification Plan and the fluctuations in those numbers.

2. Proposed amendments to the Charter of the City and County of San Francisco:

File No. 239-94-1 [Ballot Measure] Charter amendment (First Draft) adding Sections 3.530-4 to establish the office of Senior Escort services within the police department and to maintain a staffing level of at least forty-two crime prevention workers in the office.  
(Supervisors Kennedy, Alioto, Hallinan)

Speakers: Pro: None.

Con: Frank Martin del Campo, Local 790  
Thom Bean, Local 535

Action: Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment.

File No. 249-94-1 [Ballot Measure] Charter amendment (First Draft-Skeletal) amending Section 8.406 relating to the ability of the Board of Supervisors to suspend scheduled salary increases of city employees and officials during a fiscal emergency in which general fund revenues decrease by two percent.  
(Supervisor Migden)

Speakers: Pro: None.

Con: Carol Isen, Local 21  
Thom Bean, Local 535  
Dennis Kruger Firefighter  
Alice Fialkin, TWU, Local 200

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 18) (cont.)

- Action: Notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

REQUESTS TO SPEAK. (Calendar Item No. 19)

None.

ADJOURNMENT. (Calendar Item No. 20)

Time of Adjournment: 5:40 p.m.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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## MINUTES

REGULAR MEETING

OF

JUNE 20, 1994

ROOM 282, SECOND FLOOR, CITY HALL

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EMO UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

### TIME CONVENED.

2:00 p.m.

### ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Rios

Excused: Commissioner Munson  
Commissioner Uyehara

Commissioner Rios presided

### MINUTES.

A. Regular Meeting of June 6, 1994.

Action: Adopt.

B. Joint Meeting of Health Commission and Civil Service  
Commission, May 31, 1994.

Action: Adopt.

## ANNOUNCEMENTS.

### 1. SPECIAL MEETING, JUNE 20, 1994, 1 p.m.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) today, Monday, June 20, 1994 at 1 p.m. in Room 52D (Basement) City Hall for the following purposes under the authority of the California Government Code cited:

Present were Commissioners Rios, Clopton and Kosturos.

- CONFERENCE WITH LEGAL COUNSEL TO DISCUSS ONE MATTER WITH SUBSTANTIAL LIKELIHOOD OF LITIGATION.

AUTHORITY: Government Code Section 54956.9

The Commission conferred with the City Attorney.

- CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION

Walker v. the City and County of San Francisco, et al.  
(Superior Court Number 954-877)

AUTHORITY: Government Code Section 54956.9

The Commission announced that this litigation has been settled.

- CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING

AUTHORITY: Government Code Section 54956.6

The Commission instructed its labor negotiator.

### 2. CANCELLATION OF JULY 4, 1994 CIVIL SERVICE COMMISSION MEETING.

Due to the conflict between the regular Civil Service Commission meeting on Monday, July 4, 1994 and the Independence Day Holiday, the Civil Service Commission meeting of July 4 is cancelled.

The Civil Service Commission's next regular meeting will be held on Monday, July 18, 1994 at 2 p.m. in Room 282 City Hall.

### 3. PROCEDURE FOR REQUESTS TO SPEAK.

Any person may address the Commission during the "Requests to Speak" portion of the agenda on matters not on the agenda, but within the jurisdiction of the Civil Service Commission, without completing a "Request to Address the Commission" form by appearing at the Commission meeting when this item is called. All requests are subject to the time limitations described on the agenda under the "Requests to Speak" item.

ANNOUNCEMENTS. (cont.)

4. SPECIAL MEETING, JUNE 27, 1994.

The Civil Service Commission will hold a Special Meeting on Monday, June 27, 1994 at 5 p.m. in Room 52D City Hall to consider:

Proposed amendments to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08 - Layoff - Permanent Appointees, Subsection B, to provide that all laid off permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department ("Citywide seniority"); and

Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, to delete the Rule 32 Appendix - Classes included in Citywide seniority for layoff purposes. (File No. 477-94-5)

341-94-4 Appeal of the Human Resources Director's denial of the appeal by Local 21 of the provision of the examination announcement for Training Coordinator (Class 1237) providing for use of the Rule of the List to certify eligibles. (Calendar Item No. 6)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 21.

Speakers: Pro: Tom Oleaga, Department of Human Resources  
Anne Godfrey, Department of Human Resources  
Jim Horan, Department of Public Works

Con: Duane Reno, Attorney  
David Novogrodsky, Local 21

Action: Adopt Human Resources Director's report; deny appeal by Local 21 of the terms of the announcement for Class 1237 Training Coordinator.

386-94-5 Request from the San Francisco Police Department for interpretation of Civil Service Commission Rules concerning the probationary period requirement following the reinstatement of a laid off employee. (Calendar Item No. 10)

Speakers: None.

Action: Over to the meeting of July 18, 1994 at the request of Local 790.



422-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
809-93/94	Public Works	To Be Determined
810-93/94	Public Works	To Be Determined
June 6, 1994:	Contracts Numbers 809-93/94 and 810-93/94 over to the meeting of June 20, 1994.	

Speakers: Pro: Jim Horan, Department of Public Works  
Shannon Maloney, Department of Public Works

Con: Linda Jofuku, Local 21

Action: Over to the meeting of July 18, 1994 by Commission action; Department to identify contractors and advise the Executive Officer before the July 18 meeting.

423-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-93/94	Public Health	MSC Psychiatric Services Corp.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center
June 6, 1994:	Contracts Numbers 840-93/94; 852-93/94; and 853-93/94 over to the meeting of June 20, 1994 at the request of Local 250.	

Speakers: Pro: Hope Kamimoto, Department of Public Health

Con: None.

Action: Over to the meeting of July 18, 1994 at the request of Local 250 made through and with the concurrence of the Department of Public Health.



430-94-4 Appeal by Eric Fenton of background rejection for Airport Police Service Aide (Class 9209). (Calendar Item No. 7)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Mr. Fenton's attorney

Speakers: None.

Action: Over to the meeting of August 15, 1994 at the request of the Airports Commission.

431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (Calendar Item No. 8)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

Speakers: None.

Action: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.

442-94-5 Proposed addition to the Civil Service Commission Rules adding proposed new Rule 32A - Layoff of Provisional Employees, to restore the use of seniority for the layoff of provisional employees. (Calendar Item No. 4E)

June 6, 1994: 1. Post for adoption at the meeting of June 20, 1994.

2. Circulate for meet and confer.

3. The Commission requested that the Executive Officer follow-up with Department of Human Resources staff to determine the correct population of provisional employees in the City and County and School Districts workforces, to develop formats for reporting figures and to establish a regular reporting schedule to the Civil Service Commission.

Speakers: None.

Action: Adopt.

452-94-1 Proposed amendments to the Charter of the City and County of San Francisco forwarded by the Board of Supervisors for the Commission's comments. (Calendar Item No. 11):

- A. File 262-94-1 [Ballot Measure] Charter amendment (First Draft) adding Section 8.500-2 thereof, relating to domestic partners. (Supervisors Migden, Leal, Kaufman, Alioto)
- B. File 265-94-1 [Ballot Measure] Charter amendment (Skeletal - First Draft) by adding Section to Charter to establish a Commission on the Status of Women. (Supervisors Maher, Leal)
- C. File 266-94-1 [Ballot Measure] Charter amendment (First Draft) amending Section 8.107 to provide that members of the commission on the status of women may be removed only for cause. (Supervisors Maher, Leal)
- D. File 267-94-1 [Ballot Measure] Charter amendment (First Draft) deleting Sections 3.698, 3.698-1, 3.698-2, and 3.698-3 relating to the Parking and Traffic Commission and the Department of Parking and Traffic, powers, duties of Commission and composition and organization of Department; amending Sections 3.510 to vest specified powers and duties relating to street traffic in the Department of Public Works; amending Section 3.538 to substitute the Department of Public Works for the Department of Parking and Traffic as the department to receive traffic accident reports and to submit plans for traffic control; amending Section 3.552 relating to the powers and duties of the Park Commission; amending Section 7.403 to transfer from the Parking and Traffic Commission to the Recreation and Park Commission the power, subject to specified conditions, to lease parking facilities under a park, square or playground. (Supervisor Maher)

Speakers: None.

Action: Notify the Board of Supervisors that the proposed Charter amendments are policy matters within the purview of the Mayor and the Board of Supervisors and do not affect any matter within the jurisdiction of the Civil Service Commission.

458-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. John Macy Special Assistant VIII (Class 1367)	CAO	5	5
2. Ann Carey Rate Administrator (Class 1841)	Public Works	5	5
3. Robert Koteskey Procedural Writer (Class 1817)	Airport	4	4

Speakers: None.

Action: Adopt Human Resources Director's report.

466-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
912-93/94	Airports Commission	Joseph Chow & Associates, Inc.
913-93/94	Airports Commission	Lieb & Associates
914-93/94	Art Commission	San Francisco Symphony
915-93/94	City Attorney	St. Peter's Housing Committee
916-93/94	Controller	Data Processing & Accounting Services (DPAS)
917-93/94	District Attorney	Golden Gate University
918-93/94	District Attorney	Hastings College of Law
919-93/94	District Attorney	New College of California
920-93/94	District Attorney	San Francisco State University

466-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
921-93/94	District Attorney	University of California at Berkeley
922-93/94	District Attorney	University of San Francisco
923-93/94	Fire	Health Check, Davies Medical Center
924-93/94	CAO	San Francisco League of Urban Gardeners
925-93/94	Port	Environmental Science Associates
926-93/94	Port	To Be Determined
927-93/94	Port	T.Y. Lin International
928-93/94	Public Health	Baker Places, Inc.
929-93/94	Public Health	Black Coalition on AIDS
930-93/94	Public Health	Catholic Charities of San Francisco
931-93/94	Public Health	18th Street Services
932-93/94	Public Health	Iris Center
933-93/94	Public Health	Mission Neighborhood Health Center
934-93/94	Public Health	Regents of the University of California/AIDS Health Project
935-93/94	Public Health	San Francisco Women's Centers, Inc./LYRIC
936-93/94	Public Health	Dr. Terry Fotre
937-93/94	Public Health	COMPUMED
938-93/94	Public Health	Carolyn Harvey, D.P.M.
939-93/94	Public Health	Western Dental Services

466-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
940-93/94	Public Utilities Commission	Booze-Allen and Hamilton
941-93/94	Public Utilities Commission	CH2M Hill
942-93/94	Public Utilities Commission	PGH Wong Engineering, Inc.
943-93/94	Public Utilities Commission	Unlimited Access/ Systems Support Technician
944-93/94	Public Works	SCA Environmental, Inc.
945-93/94	Public Works	Harding Lawson Associates
946-93/94	Public Works	Clayton Environmental Consultants
947-93/94	Public Works	Industrial Health, Inc.
948-93/94	Public Works	ACC Environmental Consultants
949-93/94	Public Works	RGA Environmental, Inc.
950-93/94	Recreation and Parks	S.F. State University Foundation/Bridges From School To Work
951-93/94	Recreation and Parks	Make-A-Circus
952-93/94	Rent Arbitration	Eaton & Associates
953-93/94	Retirement	Alexander & Alexander
954-93/94	Retirement	T.P.F. & C., Consulting Actuaries
955-93/94	Retirement	Noetics Group
956-93/94	Retirement	Reviewco
957-93/94	Retirement	Axe-Houghton Associates

466-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
958-93/94	Retirement	Barra & Associates
959-93/94	Retirement	Brinson Partners, Inc.
960-93/94	Retirement	Callan & Associates
961-93/94	Retirement	Capital Guardian Trust Co.
962-93/94	Retirement	Dietche & Field Advisers, Inc.
963-93/94	Retirement	Hanson Investment Management Co.
964-93/94	Retirement	Ark Asset Management Co.
965-93/94	Retirement	Lewis, Bailey Associates, Inc.
966-93/94	Retirement	MacKay Shields Financial Corporation
967-93/94	Retirement	McCullough, Andrews & Cappiello, Inc.
968-93/94	Retirement	Nicholas - Applegate Capital Management
969-93/94	Retirement	Oechsle International Advisors
970-93/94	Retirement	Provident Investment Counsel
971-93/94	Retirement	RCM Capital Management
972-93/94	Retirement	Scudder, Stevens
973-93/94	Retirement	TCW Asset Management Co.
974-93/94	Retirement	The Townsend Group
975-93/94	Retirement	Warburg Investment Management International
976-93/94	Retirement	Bankers Trust Co.



466-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
977-93/94	Social Services	Children's Council of San Francisco
978-93/94	Social Services	City College of San Francisco
979-93/94	Social Services	San Francisco State University
980-93/94	Social Services	State of California, Employment Development Department
981-93/94	Social Services	UC: Infant-Parent Program
982-93/94	Social Services	University of California/Early Parenting Project
983-93/94	Human Rights Commission	David Castillo dba Castle Consulting and Financial Services

Speakers: Contract Number 912-93/94:

Pro: Michael Casey, Airports Commission

Con: Linda Jofuku, Local 21

Contract Number 955-93/94:

Pro: Brian Narlock, Retirement System  
Jim Moran, Department of Public Works  
Edward Gazzano, Department of Public Health

Con: David Gabler, Local 790

Contracts Numbers 957-93/94 through 976-93/94:

Pro: Jackie Pun, Retirement System

Action: 1. Contracts 957-93/94; 958-93/94; 959-93/94; 960-93/94; 961-93/94; 962-93/94; 963-93/94; 964-93/94; 965-93/94; 966-93/94; 967-93/94; 968-93/94; 969-93/94; 970-93/94; 971-93/94; 972-93/94; 973-93/94; 974-93/94; 975-93/94; 976-93/94 over to the meeting of July 18, 1994. Department to provide Commission with written response to its questions.



466-94-8  
(cont.)

2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

477-94-5 Proposed amendments to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08 - Layoff - Permanent Appointees, Subsection B, to provide that all laid off permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department ("Citywide seniority"); and

Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, to delete the Rule 32 Appendix - Classes included in Citywide seniority for layoff purposes. (Calendar Item No. 4F)

Speakers: Pro: David Gabler, Local 790

Con: Andy Moran, Public Utilities Commission  
Edward Gazzano, Department of Public Works

Responding to Question: Alice Villagomez, Department of Parking and Traffic

Action: Post for adoption; circulate for meet and confer.

480-94-4 Appeal by Local 790 of layoff of employees in Class 2517 Jail Medical Technician. (Calendar Item No. 9)

Speakers: None.

Action: Over to the meeting of July 18, 1994 at the request of the Department of Public Health.

481-94-5 Appeal of the decision of the Human Resources Director by Michelle Haynes to deny her eligibility for future employment with the City and County of San Francisco. (Calendar Item No. 12)

Speakers: Pro: Eugene Freeman, Department of Human Resources  
Valerie LeBeaux, Department of Social Services

Con: Ulysses Madison, Local 790

Action: Adopt Human Resources Director's report; deny appeal of Michelle Haynes; sustain the decision of the Human Resources Director.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 20, 1994

EMPLOYEE SEPARATIONS

APPEAL OF AUTOMATIC RESIGNATION

Pilarsita Castro, Custodian (Class 2708), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 17A)

May 16, 1994: Over to the meeting of June 20, 1994 at the request of Local 790.

Speakers: Pro: Kathy Murray, Public Utilities Commission  
Eddie Henderson, Public Utilities Commission

Con: Tod Cochran, Local 790  
Julia Castro  
Evangeline Castro  
Pauline Gonzalez

Action: Grant appeal. Disapprove Automatic Resignation.  
Reinstate to a position in Class 2708 Custodian with the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Mary A. Flores, Senior Eligibility Worker (Class 2905), Department of Social Services. (Calendar Item No. 17)

Speakers: None.

Action: Over to the meeting of July 18, 1994 at the request of the Department of Social Services.

APPEAL OF AUTOMATIC RESIGNATION

Eugene Foley, Car and Auto Painter (Class 7309), Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 14)

June 6, 1994: Over to the meeting of June 20, 1994 by Commission action due to file not being available to the Commissioners.

Speakers: Pro: Kathy Murray, Public Utilities Commission

Con: Eugene Foley

Action: Deny appeal. Approve Automatic Resignation. No restriction on future employment as recommended by the Public Utilities Commission.

#### TERMINATION OF TEMPORARY APPOINTMENT

Dean Guttierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office. (Calendar Item No. 15)

May 2, 1994: Over to the meeting of June 6, 1994 at the request of Local 790.

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 790.

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 790.

Speakers: Pro: Rafael Centeno, Department of Public Health

Con: Tod Cochran, Local 790  
Dean Guttierrez

Action: Return name to temporary holdover roster in Class 1840 Junior Management Assistant. Not to be employed again by the Department of Public Health.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gerald M. Sellers, Transcriber Typist (Class 1430), Department of Public Health, San Francisco General Hospital Medical Center. (Calendar Item No. 16)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 790.

Speakers: None.

Action: Off calendar; request for hearing withdrawn.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 20, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 18)

- A. The Commission reviewed a proposed new City and County Charter and instructed the Executive Officer to notify the Board of Supervisors on several matters.
- B. The Commission reviewed a proposed report of an audit by the Controller on the transition of Commission department heads. The Commission noted that the report found all financial records in order and that all procedures were properly carried out. The Commission instructed the Executive Officer to notify the Controller that it had no comments and accept this report as drafted.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 19)

Report presented. No action taken.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 20)

For Action

- A. Proposal for the development of a program for phaseout of longterm provisional employment.

June 6, 1994: Over to the meeting of June 20, 1994. The Commission directed the Executive Officer to work with the Department of Human Resources staff to develop a regular system to keep the Commission apprised of the number of classes in the Classification Plan and the fluctuations in those numbers.

Action: Adopt Executive Officer's report. The Commission reiterated its request for a regular report from the Department of Human Resources on the number of classes and the fluctuations in those numbers. The Commission requested that this report, on an interim basis, be part of the Human Resources Director's report.

REQUESTS TO SPEAK. (Calendar Item No. 21)

None.

ADJOURNMENT. (Calendar Item No. 22)

In memory of Anthony Roach, father of Kate Favetti, a member of the Civil Service Commission staff, who died on June 15, 1994.

Time of Adjournment: 5:45 p.m.



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

DOCUMENTS DEPT.

JUL 25 1994

SAN FRANCISCO  
PUBLIC LIBRARY

JUAN RIOS  
PRESIDENT

REGULAR MEETING

OF

JULY 18, 1994

KAREN CLOPTON  
VICE PRESIDENT

ROOM 282, SECOND FLOOR, CITY HALL

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMO UYEHARA  
COMMISSIONER

TIME CONVENED.

2:02 p.m.

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ALBERT C. WALKER  
EXECUTIVE OFFICER

ROLL CALL.

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Rios presided

MINUTES: Regular Meeting of June 20, 1994

Action: Approve.



ANNOUNCEMENTS. (Calendar Item No. 3)

EXECUTIVE SESSION, JULY 18, 1994, 12 NOON.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, July 18, 1994 at 12 noon in Room 52D (Basement) City Hall for the following purposes and under the authority of the California Government Code Section cited:

CONFERENCE WITH LEGAL COUNSEL TO DISCUSS ONE MATTER WITH SUBSTANTIAL LIKELIHOOD OF LITIGATION.

AUTHORITY: Government Code Section 54956.9

The Commission conferred with the City Attorney.

CONFERENCE WITH LEGAL COUNSEL ON ONE MATTER OF PENDING LITIGATION

The City and County of San Francisco; San Francisco Civil Service Commission vs. SEIU Locals 250,535,790; et al.(Superior Court Number 952-557)

AUTHORITY: Government Code Section 54956.9

The Commission conferred with the City Attorney.

CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING

Name and Title of City's Negotiator: Wendell Pryor,  
Human Resources  
Director

Organizations Representing: All

Anticipated issues under negotiation: All

AUTHORITY: Government Code Section 54956.6

The Commission conferred with its labor negotiator.

RESOLUTION OF COMMENDATION. (Calendar Item No. 4)

515-94-1 Resolution of Commendation for Miguel Cosio, Jr., Class 2720 Janitorial Services Supervisor, Department of Public Works, upon his retirement after twenty-nine (29) years of service.

Speaker: Miguel Cosio, Jr.

Action: Adopt.



CLASSIFICATION MATTERS

386-94-5 Request from the San Francisco Police Department for interpretation of Civil Service Commission Rules concerning the probationary period requirement following the reinstatement of a laid off employee. (Calendar Item No. 9)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of Local 790.

Speakers: Pro: Kathy Mallegni, Department of Human Resources  
Ruben Garcia-Rodriguez, Local 790

Con: Jerry Akins, San Francisco Police Department

Action: The Commission interpreted Rule 32-Layoff and Involuntary Leave, to require employees to complete a full probationary period upon reinstatement to a class in which a full probationary period had not been completed.

422-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
809-93/94	Public Works	Robert LaRocca & Associates
810-93/94	Public Works	G.K.O. & Associates

June 6, 1994: Contracts Numbers 809-93/94 and 810-93/94 over to the meeting of June 20, 1994.

June 20, 1994: Over to the meeting of July 18, 1994 by Commission action; Department to identify contractors and advise the Executive Officer before the July 18 meeting.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

423-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-93/94	Public Health	MSC Psychiatric Services Corp.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center

June 6, 1994: Contracts Numbers 840-93/94; 852-93/94; and 853-93/94 over to the meeting of June 20, 1994 at the request of Local 250.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of Local 250 made through and with the concurrence of the Department of Public Health.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (Calendar Item No. 7)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.

Speakers: Pro: Dennis Caines, Department of Human Resources - Equal Employment Opportunity Unit.  
Esther Leong, Department of Human Resources - Equal Employment Opportunity Unit.  
Jeffrey Newstadt, Attorney  
Kevin J. Gonzalves

Con: Paul Higaki, Attorney

Action: Over to the meeting of August 15, 1994; refer to the Department of Human Resources - Equal Employment Opportunity Unit for further investigation and report.

- 441-94-5 Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (Calendar Item No. 5H)

June 6, 1994

Over to the meeting of July 18, 1994 at the request of the City Attorney.

Speakers: None.

Action: Post for adoption at the meeting of August 1, 1994.

- 466-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
957-93/94	Retirement	Axe-Houghton Associates
958-93/94	Retirement	Barra & Associates
959-93/94	Retirement	Brinson Partners, Inc.
960-93/94	Retirement	Callan & Associates
961-93/94	Retirement	Capital Guardian Trust Co.
962-93/94	Retirement	Dietche & Field Advisers, Inc.
963-93/94	Retirement	Hanson Investment Management Co.
964-93/94	Retirement	Ark Asset Management Co.
965-93/94	Retirement	Lewis, Bailey Associates, Inc.
966-93/94	Retirement	MacKay Shields Financial Corporation
967-93/94	Retirement	McCullough, Andrews & Capiello, Inc.
968-93/94	Retirement	Nicholas - Applegate Capital Management

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
969-93/94	Retirement	Oechsle International Advisors
970-93/94	Retirement	Provident Investment Counsel
971-93/94	Retirement	RCM Capital Management
972-93/94	Retirement	Scudder, Stevens
973-93/94	Retirement	TCW Asset Management Co.
974-93/94	Retirement	The Townsend Group
975-93/94	Retirement	Warburg Investment Management International
976-93/94	Retirement	Bankers Trust Co.
June 20, 1994:	Contracts 957-93/94; 958-93/94; 959-93/94; 960-93/94; 961-93/94; 962-93/94; 963-93/94; 964-93/94; 965-93/94; 966-93/94; 967-93/94; 968-93/94; 969-93/94; 970-93/94; 971-93/94; 972-93/94; 973-93/94; 974-93/94; 975-93/94; 976-93/94 over to the meeting of July 18, 1994. Department to provide Commission with written response to its questions.	

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

480-94-4 Appeal by Local 790 of layoff of employees in Class 2517 Jail Medical Technician. (Calendar Item No. 8)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Public Health.

Speakers: None.

Action: Over to the meeting of August 15, 1994 at the request of Department of Public Health.

503-94-3 Request for approval of Paragraph Eleven (11) of the Memorandum of Understanding By and Between The City and County of San Francisco and the International Union of Operating Engineers, Stationary Local 39, for Fiscal Year 1994 through 1996. (Calendar Item No. 5N)

Speakers: None.

Action: Approve.

522-94-5 Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works. (Calendar Item No. 10)

Speakers: None.

Action: Over to the meeting of August 15, 1994 at the request of Local 22.

530-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-94/95	Mayor's Office	Asian Women's Resource Center
2-94/95	Mayor's Office	Audrey L. Smith Development Center
3-94/95	Mayor's Office	Audrey L. Smith Development Center, Inc./Pre-School Assessment
4-94/95	Mayor's Office	Bayview Hunter's Point Foundation-- Mental Health
5-94/95	Mayor's Office	Caheed, Inc.
6-94/95	Mayor's Office	California Lawyers for the Arts
7-94/95	Mayor's Office	Camp Fire Boys and Girls

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
8-94/95	Mayor's Office	Center on Juvenile and Criminal Justice
9-94/95	Mayor's Office	Central City Hospitality House
10-94/95	Mayor's Office	Children's Council of San Francisco
11-94/95	Mayor's Office	Community Educational Services--Newcomer
12-94/95	Mayor's Office	Community Educational Services--Ready for Work
13-94/95	Mayor's Office	Cross Cultural Family Center
14-94/95	Mayor's Office	Easter Seal Society of the Bay Area
15-94/95	Mayor's Office	Edgewood Children's Center
16-94/95	Mayor's Office	Ella Hill Hutch Community Center
17-94/95	Mayor's Office	Family Service Agency/TAPP
18-94/95	Mayor's Office	Filipino American Council of San Francisco
19-94/95	Mayor's Office	Girls Against Gangs (GAG)
20-94/95	Mayor's Office	Good Samaritan Family Resource Center
21-94/95	Mayor's Office	Hamilton Family Center, Inc.
22-94/95	Mayor's Office	Horizons Unlimited of San Francisco



<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
23-94/95	Mayor's Office	Japanese Community Youth Council
24-94/95	Mayor's Office	Mission Child Care Consortium, Inc.
25-94/95	Mayor's Office	Mission Neighborhood Health Center
26-94/95	Mayor's Office	Moss Beach Homes, Inc. dba Aspira Family Services
27-94/95	Mayor's Office	Northern California Music and Art Culture Center
28-94/95	Mayor's Office	Ocean-Merced-Ingleside Community Association
29-94/95	Mayor's Office	Office of Samoan Affairs
30-94/95	Mayor's Office	Operation Contact, Inc.
31-94/95	Mayor's Office	Real Alternatives Program, Inc.
32-94/95	Mayor's Office	S.F. Court Appointed Special Advocate
33-94/95	Mayor's Office	S.F. Educational Services
34-94/95	Mayor's Office	S.F. League of Urban Gardeners
35-94/95	Mayor's Office	S.F. State University Foundation/Bridges... From School to Work
36-94/95	Mayor's Office	S.F. Study Center
37-94/95	Mayor's Office	S.F. Women's Center/ Girls Leadership



<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
38-94/95	Mayor's Office	S.F. Women's Center/ LYRIC
39-94/95	Mayor's Office	Support for Families with Special Children/ S.F. Statue University Foundation
40-94/95	Mayor's Office	Telegraph Hill Neighborhood Center
41-94/95	Mayor's Office	Tenderloin Neighborhood Development Center
42-94/95	Mayor's Office	West Bay Pilipino Multi-Service Corp.
43-94/95	Mayor's Office	Wu Yee Children's Services
44-94/95	Mayor's Office	Youth Guidance Center Improvement Committee
45-94/95	Mayor's Office	YWCA of San Francisco/ Marin/San Mateo

Speakers: None

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.  
(Commissioner Clopton excused from voting on Contract 4-94/95 in accordance with Charter Section 3.500)

531-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5E)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
46-94/95	Airport	Association of Parsons De Leuw, OPAC and AGS

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
47-94/95	Airport	Johnson & Higgins/ARISCO
48-94/95	Airport	Hicks & Associates
49-94/95	Art Commission	Fiberstars
50-94/95	Art Commission	Ann Preston
51-94/95	Commission on Aging	Donna Calame
52-94/95	Commission on Status of Women	Asian Women's Shelter
53-94/95	Commission on Status of Women	Cameron House
54-94/95	Commission on Status of Women	La Casa de las Madres
55-94/95	Commission on Status of Women	Family Violence Prevention Fund
56-94/95	Commission on Status of Women	Nihonmachi Legal Outreach
57-94/95	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
58-94/95	Commission on Status of Women	S.F. Bar Association/ Volunteer Legal Services
59-94/95	Commission on Status of Women	S.F. Neighborhood Assistance Foundation
60-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco/Brennan House
61-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
62-94/95	Commission on Status of Women	Woman, Inc.
63-94/95	Commission on Status of Women	Asian Women's Shelter
64-94/95	Commission on Status of Women	La Casa de las Madres
65-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco
66-94/95	Controller	IBM Corporation
67-94/95	Human Resources	Rael & Letson
68-94/95	Human Resources	Health Care Evaluation, Inc.
69-94/95	Parking & Traffic	Wilbur Smith Associates
70-94/95	Public Health	Gruber & Associates
71-94/95	Public Health	Professional Management Development Corporation
72-94/95	Public Health	Agostini and Associates, Inc.
73-94/95	Public Health	Foxfire, Inc.
74-94/95	Public Health	Health Management Systems, Inc.
75-94/95	Public Health	Hospital Nurses Registry, Inc.
76-94/95	Public Health	Interim Healthcare, Inc.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
77-94/95	Public Health	Maxim Healthcare Services
78-94/95	Public Health	Medco Health Care Services; dba Temporary Health Care Services
79-94/95	Public Health	MRA Staffing Systems, Inc.
80-94/95	Public Health	Nursing Care Providers, Inc.
81-94/95	Public Health	Physical & Occupational Therapist's Registry, Inc.
82-94/95	Public Health	The Registry Network, Inc.
83-94/95	Public Health	Stat Nursing Services, Inc.
84-94/95	Public Health	TemPosition Health Care, Inc.
85-94/95	Public Health	United Nursing International/Stat Medical Services, Inc.
86-94/95	Public Health	Wesley Medical Resources, Inc.
87-94/95	Public Health	Western Medical Services
88-94/95	Public Utilities Commission	Henwood Energy Services, Inc
89-94/95	Public Utilities Commission	Woodward-Clyde Consultants
90-94/95	Public Works	Vibration Institute

531-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
91-94/95	Public Works	Godbe Communications
92-94/95	Public Works	Kennedy Jenks Consultants
93-94/95	Public Works	To Be Determined
94-94/95	Recreation and Park	Robert Hansen, Golden Gate Park Band
95-94/95	Sheriff	University of California, S.F.
96-94/95	Sheriff	Reverend Raymond J. Fox
97-94/95	Sheriff	Center on Juvenile and Criminal Justice
98-94/95	Sheriff	Beth Ann Brown
99-94/95	Sheriff	Frederick Millen
100-94/95	Sheriff	Arlene Hamilton
101-94/95	Sheriff	Comprehensive Action Network
102-94/95	Sheriff	Occupational Health Services
103-94/95	Sheriff	Acupuncture and Recovery Treatment
104-94/95	Sheriff	Kathleen A. McBurney Dr. P.H., R.D.
105-94/95	Sheriff	San Mateo County School Service Fund
106-94/95	Sheriff	Dr. Harry Edwards
107-94/95	Sheriff	Anita De Frantz, Ph.D.
108-94/95	Sheriff	Asian American Residential Recovery Services

531-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
109-94/95	Sheriff	Flor Ramirez
110-94/95	Sheriff	Geese Theatre Company
111-94/95	Sheriff	George Bach-Y-Rita
112-94/95	Sheriff	Jelani House-Catholic Charities
113-94/95	Sheriff	Liberation House
114-94/95	Sheriff	Linda Connelly and Associates
115-94/95	Sheriff	Linda Connelly and Associates
116-94/95	Sheriff	Man-Alive Hamish Sinclair
117-94/95	Sheriff	Northern California Service League
118-94/95	Sheriff	Prison Match/Rose Weilerstein
119-94/95	Sheriff	Third Baptist Church, Inc.
120-94/95	Sheriff	Walden House, Inc.
121-94/95	Sheriff	Heidi Quinn
122-94/95	Sheriff	David Monks
123-94/95	Sheriff	Family Service Agency of San Francisco
124-94/95	Sheriff	Joint Venture: Alternative Family Services, Inc. and Sojourner Truth Foster Family Agency, Inc.

531-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
125-94/95	Social Services	Edgewood Children's Center
126-94/95	Social Services	Children's Council of San Francisco
127-94/95	Social Services	Community Housing Partnership
128-94/95	Social Services	Episcopal Community Services
129-94/95	Social Services	The Glide Foundation
130-94/95	Social Services	Hamilton Family Center
131-94/95	Social Services	St. Vincent de Paul Society of S.F.
132-94/95	Social Services	The Salvation Army
133-94/95	Superior Court	Volunteer Legal Services Program
134-94/95	Superior Court	S.F. Youth Courts, Inc.
135-94/95	Superior Court	Kid's Turn

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

532-94-5 Request to appoint William Lee to a permanent position in Class 6141 Manager, Office of Health and Safety.  
(Calendar Item No. 5K)

Speakers: None.

Action: Adopt Human Resources Director's report; approve request by the Department Public Health. Appoint William Lee to a permanent position in Class 6141 Manager, Office of Health and Safety.



534-94-3 Requests for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 5G)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory salary adjustments; notify departments accordingly.

535-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 5F)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Curtis Chung Airfield Safety Officer (Class 9212)	Airport	2	2
2. Tracy Haynes Counselor (Class 8321)	Juvenile Probation	5	5
3. Olivia Jeng Attorney (Class 8174)	District Attorney	3	3
4. All As-Needed Employees in Licensed Vocational Nurse (Class 2312)	Public Health	3	3
5. All Employees in Class 2330 Anesthetists	Public Health	4	4
6. Norm Nickens Special Assistant XV (Class 1374)	Public Health	3	3
7. Elaine Cartwright Special Assistant XVI (Class 1375)	Public Utilities Commission	5	5

Speakers: ITEM 5F(1)

Pro: Mike Casey, Airport  
Con: None.

ITEM 5F(2)

Pro: Terrence Daniel, Juvenile Probation Department  
Con: None.

- Action:
- 1). Item 5F(7) regarding Elaine Cartwright over to the meeting of August 1, 1994 at the request of the Department of Public Transportation.
  - 2). Adopt Human Resources Director's report on remaining items.

538-94-5 Proposed amendment to the Civil Service Commission Rules adding new Rule 35 - Return-to-Work Programs. (Calendar Item No. 5J)

Speakers: None.

- Action:
1. Post for adoption;
  2. Refer to the Employee Relations Division - Department of Human Resources, for meet and confer with employee organizations;
  3. Notify the Mayor and the Human Resources Director of the posting of this impending change to the Civil Service Commission Rules and urge the Mayor and the Human Resources Director to assign the highest priority to completing meet and confer and the implementation of Return-to-Work Programs throughout the City and County of San Francisco.

539-94-4 Appeal by Marisa E. Lott of background rejection for Police Communications Dispatcher (Class 8238). (Calendar Item No. 14)

Speakers: None.

Action: Adopt Human Resources Director's report; deny appeal of Marisa E. Lott; sustain the decision of the Chief of Police.

540-94-5 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence: (1) Reflecting changes required by the Family and Medical Leave Act; (2) Extending the Family and Medical Leave Act entitlements to domestic partners consistent with City and County Policy; and, (3) Changing salary supplement provisions when employee on workers compensation or when using state disability insurance. (Calendar Item No. 5L)

Speakers: None.

- Action:
- (1) Post for adoption;
  - (2) Refer to the Employee Relation Division - Department of Human Resources, for meet and confer with employee organizations;
  - (3) Notify the Mayor and the Board of Supervisors of these proposed changes to the Civil Service Commission Rules.

541-94-4 Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 11)

Speakers: Pro: Ann Tinling, Department of Human Resources

Con: Lawrence Murray, Attorney

General Comments: Walter Thomas, Undersheriff

Action: Over to the meeting of August 15, 1994 at the request of Mr. William's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.

542-94-4 Appeal by Takafumi Ideta of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 12)

Speakers: Pro: Ann Tinling, Department of Human Resources

Con: Ed Lieberman, Local 3  
Takafumi Ideta

Action: Deny Human Resources Director's report; grant appeal of Takafumi Ideta of the Human Resources Director's denial of protest regarding the performance component exercise of the examination and the standardization of scores for the Sheriff's Lieutenant (Class 8310) examination. Rescore performance component according to Commission's instructions to credit attachments to the memorandum in the examination only when these were referenced in the narrative. (Vote of 4 to 1: Commissioner Munson dissenting)

543-94-4 Appeal by Rex Olson of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 13)

Speakers: Pro: Ann Tinling, Department of Human Resources

Con: Ed Lieberman, Local 3  
Rex Olson

Action: Deny Human Resources Director's report; grant appeal of Rex Olson of the Human Resources Director's denial of protest regarding the performance component exercise of the examination for Sheriff's Lieutenant (Class 8310). Rescore performance component according to Commission's instructions to credit attachments to the memorandum in the examination only when these were referenced in the narrative. (Vote of 4 to 1: Commissioner Munson dissenting)

554-94-1 Controller's Audit Report on the transition of the General Manager, Personnel and the Acting General Manager, Personnel, Civil Service Commission. (Calendar Item No. 5M)

Speakers: None.

Action: Accept report and direct that it be filed.

555-94-1 Proposed Charter Amendment deleting Sections 8.400 (h), 8.401, 8.401-1, and 8.407 and amending Sections 8.409, 8.409-1, 8.409-3, 8.409-4, and amending or deleting Sections 8.403, 8.404 and 8.590-1 through 8.590-7, relating to the compensation and collective bargaining of city employees, officers and elected officials. (Board of Supervisors File No. 273-94-1)

Speakers: None.

Action: Proposal reviewed; no comments.

556-94-1 Proposed new Charter for the City and County of San Francisco (Fourth Draft). (Board of Supervisors File No. 261-94-1)

Speakers: None.

Action: The Executive Officer to notify the Board of Supervisors of clerical errors discovered in review of the proposal.

558-94-4 Request by the Department of Public Health to reopen the recruitment period for Supervising Fiscal Officer (Class 1675). (Calendar Item No. 17)

May 16, 1994

Direct the Department of Human Resources to conduct the examination and to promulgate the eligible list for Supervising Fiscal Officer (Class 1675) within the next sixty (60) days. Examination to be conducted by the Department of Human Resources staff. Progress Report to be presented at the meeting of June 6, 1994.

June 6, 1994

The Commission extended the recruitment period for the examination for Supervising Fiscal Officer (Class 1675) by two (2) additional weeks fourteen (14) days and extended the deadline for adoption of the eligible list to a total of seventy-four (74) days from May 16, 1994.

Speakers: None.

Action: Off calendar; request withdrawn.

564-94-5 Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, Section 19.04 - Board of Trustees, to reflect the change imposed by Proposition M (November 1993 Ballot) in creating the Department of Public Transportation and reassigning the Municipal Railway from the Public Utilities Commission to the new department. (Calendar Item No. 51)

Speakers: None.

Action: Post for the adoption at the meeting of August 1, 1994.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 18, 1994

EMPLOYEE SEPARATIONS

DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department. (Calendar Item No. 20)

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the request of Mr. Coleman's Attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Mary A. Flores, Senior Eligibility Worker (Class 2905), Department of Social Services.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Social Services.

Speakers: None

Action: Off Calendar; request for hearing withdrawn.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 18, 1994

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 21)

- Commissioner Rios:
1. The Human Resources Director and the Executive Officer to consult to develop a report of the number of classes to be presented monthly. This report to reflect the count of the budgetary or "A" Classes.
  2. The Commission directed the Human Resources Director to routinely send to each member and to the Executive Officer a copy of each proposed classification change at the time it is proposed but before administrative action taken.

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 22)

Report presented. (Statistical compilation of classes)

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 23)

Report presented. (status report on count of provisional employees)

REQUESTS TO SPEAK. (Calendar Item No. 24)

This following individuals addressed the Commission on the examinations for Program Specialist (2913) and Program Specialist Supervisor (2915)

Barbara Thomson  
Richard Siciliano  
Andrew Bushaw  
Mary Smith, Department of Social Services

ADJOURNMENT. (Calendar Item No. 25)

In memory of John Maguire, former Personnel Director, San Francisco Public Library, who died on June 21, 1994.

Time of Adjournment: 5:35 P.M.







# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MINUTES

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMU UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

REGULAR MEETING

OF

AUGUST 1, 1994

ROOM 282, SECOND FLOOR, CITY HALL

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 MIN (10) BOX 41

### TIME CONVENED

2:05 p.m.

### ROLL CALL

Present: Commissioner Kosturos  
Commissioner Rios  
Commissioner Uyehara

Excused: Commissioner Clopton  
Commissioner Munson

Commissioner Rios presided

### MINUTES

Regular Meeting of July 18, 1994

Action: Approve.

### ANNOUNCEMENTS (Calendar Item No. 3)

Due to the Labor Day Holiday on September 5, 1994, the regular Civil Service Commission meeting on that date has been cancelled. The Commission will meet once in September, on Monday, September 19, 1994 at 2 p.m. in Room 282 City Hall.

DOCUMENTS DEPT.

AUG 8 1994

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PUBLIC LIBRARY



441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (Calendar Item No.4B)

June 6, 1994 Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994 Post for adoption at the meeting of August 1, 1994.

Speakers: None.

Action: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

491-94-4 Appeal of background rejection for Deputy Sheriff (Class 8304) by Burton Tong. (Calendar Item No. 5)

Speakers: None.

Action: Deny report: reject the decision of the Sheriff. Grant appeal of Burton Tong; find qualified as to background in the examination for Class 8304 Deputy Sheriff.

535-94-3 Request to appoint employee at a salary step higher than normal. (Calendar Item No.4A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Elaine Cartwright Special Assistant XVI (Class 1375)	Department of Transportation	5	5

July 18, 1994 Over to the meeting of August 1, 1994 at the request of the Department of Transportation.

Speaker: None.

Action: Off calendar at the request of the Department of Transportation.

564-94-5 Proposed amendment to Civil Service Commission Rule 19 - Transport Worker Union - San Francisco Municipal Railway Trust Fund, Section 19.04 - Board of Trustees, to reflect the change imposed by Proposition M (November 1999 Ballot) in creating the Department of Public Transportation and reassigning the Municipal Railway from the Public Utilities Commission to the new department. (Calendar Item No. 4C)

July 18, 1994

Post for adoption at the meeting of August 1, 1994.

Speakers: None.

Action: Adopt; refer to the Board of Supervisors for approval by ordinance as required by Charter Section 8.404.

571-94-8 Review of requests for approval of proposed personal service contracts. (Calendar Item No. 4G)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
136-94/95	Art Commission	Kathryn Gustafon
137-94/95	Art Commission	Ned Kahn
138-94/-95	Art Commission	Ann Preston
139-94/95	Art Commission	Ik Joon Kang
140-94/95	Art Commission	Keith Sonnier
141-94/95	Art Commission	Tim Collins and Reiko Goto
142-94/95	Convention Facilities	Wallace Mah & Louie
143-94-95	Convention Facilities	San Francisco Convention and Visitors Bureau
144-94/95	Human Resources	Towers Perrin Company
145-94/95	Mayor	San Francisco Community Television Corporation
146-94/95	Mayor	San Francisco Community Television Corporation

(571-94-8)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
147-94/95	Police	Tri-County Extradition
148-94/95	Public Health	Edgewood Children's Center
149-94/95	Public Health	Richmond Area Multi-Services, Inc.
150-94/95	Public Health	Progress Foundation
151-94/95	Public Health	Arcost/CPM Group
152-94/95	Public Health	Arcost/CPM Group
153-94/95	Public Works	Haley & Aldrich, Inc.
154-94/95	Public Works	Business Development, Inc.
155-94/95	Public Works	Don Todd Associates, Inc./EPC Consulting, Inc.
156-94/95	Public Works	To Be Determined
157-94/95	Public Works	To Be Determined
158-94/95	Public Works	SoftDig Underground Services, Inc.
159-94/95	Public Works	Testing Engineers, Inc.
160-94/95	Public Works	MEC Analytical Systems
161-94/95	Public Works	To Be Determined
162-94/95	Public Works	To Be Determined
163-94/95	Public Works	To Be Determined
164-94/95	Public Works	To Be Determined

(571-94-8)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
165-94/95	Purchasing	Best Auto Body Repair/Multi-Craft Automotive/Industrial Auto Body
166-94/95	Sheriff	Mike Ison
167-94/95	Sheriff	Roger Sheldon
168-94/95	Social Services	Asian Perinatal Advocates
169-94/95	Social Services	Chinese Community Housing Corporation
170-94/95	Social Services	Family Service Agency of San Francisco (Respite Program)
171-94/95	Social Services	Alicia Lieberman, Ph.D.
172-94/95	Social Services	Carolyn Block, Ph.D.
173-94/95	Social Services	Valata Jenkins-Monroe, Ph.D.
174-94/95	Transportation	Smith-Dawson Associates, Inc.

Speakers: Contract 165-94/95:

Pro: David Cowley, Purchasing

Con: None.

Action: 1. Contract 165-94/95 over to the meeting of August 15, 1994 by Commission action.

2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

587-94-3 Salary survey and certification of wage schedules for Transit Operators (Charter Section 8.404 for Fiscal Year 1994-95). (Calendar Item No. 4F)

Speaker: None.

Action: Adopt Human Resources Director's amended report; certify wage schedules; forward to the Board of Supervisors.

CSC 8/1/94



595-94-3 Request for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4D)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

596-94-3 Request to appoint employee at a salary step higher than normal. (Calendar Item No. 4E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John Chester Special Assistant VII (Class 1366)	Public Works	4	4

Speakers: None.

Action: Adopt Human Resources Director's report.

COMMISSIONERS'S NEW BUSINESS. (Calendar Item No. 6A)

1. Commissioner A. Lee Munson: Report from the Civil Service Commission Rules Revision Committee.  
  
Over to the meeting of August 15, 1994 at Commissioner's Munson request.
2. Other New Business: Commissioner Rios presented a draft policy on closed sessions. Executive Officer to formalize and publish.

8/1/94

HUMAN RESOURCES DIRECTOR'S REPORT. (Calendar Item No. 6B)

1. Staffing changes in Department of Human Resources.
2. Status of implementation of Americans with Disabilities Act.
3. Status of proposed settlement agreement with SEIU.  
(Referred to closed session on August 15, 1994)
4. Update on decentralization/Post Audit Program.
5. Update on status of proposed Citywide  
classification/compensation study.

EXECUTIVE OFFICER'S REPORT. (Calendar Item No. 6C)

None.

REQUESTS TO SPEAK. (Calendar Item No. 6D)

1. Russell Abel, an employee of the Department of Public Works.
2. Woodrow Jones, an employee of the Department of Public Works.

ADJOURNMENT. (Calendar Item No. 7)

Time of Adjournment: 3:35 P.M.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MINUTES

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REGULAR MEETING

OF

AUGUST 15, 1994

ROOM 282, SECOND FLOOR, CITY HALL

### TIME CONVENED

3:15 p.m.

DOCUMENTS DEPT.

AUG 22 1994

SAN FRANCISCO  
PUBLIC LIBRARY

### ROLL CALL

Present: Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Excused: Commissioner Clopton  
Commissioner Kosturos

Commissioner Rios presided

### MINUTES

Regular Meeting of August 1, 1994

Action: Approve.

### ANNOUNCEMENTS (Calendar Item No. 3)

- A. Due to the Labor Day Holiday on September 5, 1994, the regular Civil Service Commission meeting on that date has been cancelled. The Commission will meet once in September, on Monday, September 19, 1994 at 2 p.m. in Room 282 City Hall.

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ENG UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER



- B. The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, August 15, 1994 at 4 p.m. in Room 282 City Hall for the following purposes:

1. CONFERENCE WITH LEGAL COUNSEL ON ONE MATTER OF PENDING LITIGATION

The City and County of San Francisco; San Francisco Civil Service Commission vs. SEIU Locals 250, 535, 790; et al. (Superior Court Number 952-557)

AUTHORITY: Government Code Section 54956.9

The Commission consulted with the City Attorney.

2. CONFERENCE WITH NEGOTIATOR: COLLECTIVE BARGAINING

City Negotiator: Wendell Pryor, Human Resources Director

Organizations Representing: All

Anticipated issues under negotiation: All

AUTHORITY: Government Code Section 54956.6

The Commission conferred with its labor negotiator.

3. The Commission recessed this meeting to Friday, August 26, 1994 at 5 p.m. in Room 52D City Hall.

430-94-4 Appeal by Eric Fenton of background rejection for Airport Police Services Aide (Class 9209). (Calendar Item No. 5A)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Mr. Fenton's attorney.

June 20, 1994: Over to the meeting of August 15, 1994 at the request of Airports Commission.

Speakers: None.

Action: Off calendar; appeal withdrawn.

8/15/94

431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (Calendar Item No. 4G)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.

July 18, 1994 Over to the meeting of August 15, 1994; refer to the Department of Human Resources - Equal Employment Opportunity Unit, for further investigation and report.

Speakers: None.

Action: Off calendar at the request of the Department of Human Resources-Equal Employment Opportunity Unit.

441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (Calendar Item No. 4B)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994 Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

480-94-4 Appeal by Local 790 of layoff of Jail Medical Technicians (Class 2517). (Calendar Item No. 5B)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Public Health.

July 18, 1994 Over to the meeting of August 15, 1994 at the request of Department of Public Health.

Speakers: None.

Action: Off calendar at the request of the Department of Public Health.

522-94-5 Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works. (Calendar Item No. 5C)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Local 22.

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the request of the Department of Public Works.

541-94-4 Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 5D)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. Williams's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the request of Mr. Williams's attorney.

8/15/94



- 571-94-8 Review of requests for approval of proposed personal service contract 165-94/95. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
165-94/95	Purchasing	Best Auto Body Repair/Multi-Craft Automotive/Industrial Auto Body

Speakers: Mike Cook, Automotive Machinists, advised the Commission that he was continuing to meet with Purchasing Department officials to determine actual costs of this contract.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- 608-94-3 Request for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4D)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- 609-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Leticia Santana-Sazo Confidential Secretary (Class 1516)	City College	4	4
2. Bruce Kapsack Trial Attorney (Class 8176)	Police Commission	3	3

Speakers: None.

Action: Adopt Human Resources Director's report.

8/15/94

617-94-1 Proposed amendment to the Charter of the City and County of San Francisco forwarded by the Board of Supervisors for the Commission's comments. (Calendar Item No. 4H):

[Ballot Measure] Charter amendment (Second Draft) by amending Sections 3.538 and 3.698-3 thereof to transfer the function of administering the control and management of parking control officers from the Department of Parking and Traffic to the Chief of Police (Supervisor Maher) (Board File No. 267-94-1).

Speakers: None.

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

623-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
175-94/95	Airport	San Francisco Conservation Corps
176-94/95	CAO	Kim Fowler
177-94/95	CAO	San Francisco League of Urban Gardeners (SLUG)
178-94/95	Human Rights Commission	San Francisco Intergroup Clearinghouse, Inc.
179-94/95	Mayor	Alice Estill Miller
180-94/95	Mayor	Public Housing Tenant Association
181-94/95	Mayor	Bayview Hunters Point Foundation

8/15/94

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
182-94/95	Mayor	North of Market Planning Coalition
183-94/95	Mayor	Organization of Latino Residents of Public Housing
184-94/95	Mayor	Filipino American Council of San Francisco
185-94/95	Mayor	Ingleside Community Center
186-94/95	Mayor	Mission Education Projects
187-94/95	Mayor	Visitation Valley Community Center
188-94/95	Mayor	Operation Contract
189-94/95	Mayor	MHDC/16th St. Neighborhood Revitalization Assoc.
190-94/95	Mayor	Chinatown Youth Center
191-94/95	Mayor	Latino Family Alcoholism Center
192-94/95	Mayor	Vietnamese Youth Development Center
193-94/95	Public Health	Haight Ashbury Free Medical Clinics, Inc.
194-94/95	Public Health	Coopers & Lybrand
195-94/95	Public Health	Shared Medical Systems Corp.
196-94/95	Public Health	Various - See List
197-94/95	Public Health	UCSF, Poison Control/Toxic Info. Center

8/15/94

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
198-94/95	Public Health	Acupuncture and Recovery Treatment Services, Inc.
199-94/95	Public Transportation	Booz Allen & Hamilton, Inc.
200-94/95	Public Utilities	JRP Historical Consulting Services
201-94/95	Public Works	Anderson Debartolo and Pan, Inc.
202-94/95	Public Works	Procurement Services Associates
203-94/95	Public Works	Office Pavilion Contract, Inc.
204-94/95	Social Services	Family Service Agency of San Francisco
205-94/95	Social Services	Children's Council of San Francisco

Speakers: Contract 179-94/95

Pro: Christine Haw, Mayor's Office

Con: Linda Jofuku, Local 21

Contracts 193-94/95 and 197-94/95

Pro: Hope Kuwamoto, Department of Public Health

Con: Linda Jofuku, Local 21

- Action:
1. Contract No. 179-94/95 over to the meeting of September 19, 1994 at the request of Local 21.
  2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

8/15/94

632-94-2 Exceptions to the order of layoff for nursing classes.  
(Calendar Item No. 4F)

Speakers: Pro: Ed Gazzano, Department of Public Health

Con: Susan Rosenthal, Local 790

Action: Adopt the Human Resources Director's report; approve use of exceptions to the order of layoff for clinical specialties in the nursing series of classes.

## EMPLOYEE SEPARATIONS

### APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6A)

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Tom K. Loi, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6B)

Speakers: None.

Action: Over to the meeting of September 19, 1994 at the request of Mr. Loi's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Aria Glenn, Senior Clerk Typist (Class 1426), San Francisco Unified School District. (Calendar Item No. 6C)

Speakers: None.

Action: Adopt recommendation of the San Francisco Unified School District. Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

DISMISSAL OF PERMANENT EMPLOYEE

Allan Gallot, General Laborer (Class 7514), Department of Public Transportation. (Calendar Item No. 6D)

Speakers: Pro: Anne Courtright, Public Utilities Commission

Con: Bob McDonnell, Laborers Union

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after completion of five (5) years of satisfactory work experience in employment outside the civil service system of the City and County of San Francisco. Not to be employed again by the Public Transportation.

COMMISSIONERS'S NEW BUSINESS (Calendar Item No. 7A)

Commissioner Munson: Report from the Rules Revision Committee (over from the meeting of August 1, 1994).

Report presented.

HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

Status Report on number of classes.

Report presented.

8/15/94

EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

Report presented.

REQUESTS TO SPEAK (Calendar Item No. 8)

None.

ADJOURNMENT (Calendar Item No. 9)

Time of Adjournment: 5:35 p.m.

NOTICE

TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

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**CITY AND COUNTY OF S**

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**MINUTES**

**REGULAR MEETING**

**OF**

**SEPTEMBER 19, 1994**

**ROOM 282, SECOND FLOOR, CITY HALL**

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COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

**TIME CONVENED**

2:15 p.m.

**ROLL CALL**

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Rios presided

**MINUTES**

Regular Meeting of August 15, 1994

Action: Approve.

Special Meeting of September 2, 1994

Action: Approve.



ANNOUNCEMENTS (Calendar Item No. 3)

SPECIAL MEETING, SEPTEMBER 19, 1994, 12 NOON

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, September 19, 1994 at 12 Noon, in Room 168 City Hall for the following purposes:

CONFERENCE WITH LEGAL COUNSEL ON ONE MATTER OF PENDING LITIGATION

The City and County of San Francisco; San Francisco Civil Service Commission vs. SEIU Locals 250; 535, 790; et al  
(Superior Court Number 952-557)

AUTHORITY: Government Code Section 54956.9

The Commission consulted with the City Attorney.

CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING -

City Negotiator: Wendell Pryor, Human Resources Director

Organizations Representing: All

Anticipated issues under negotiation: All

AUTHORITY: Government Code Section 54956.6

The Commission consulted with its Labor Negotiator.

RESOLUTION OF COMMENDATION. (Calendar Item No. 4L)

Resolution of Commendation for Emi Uyehara, Commissioner, upon her resignation.

Action: Adopt.

441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws.  
(Calendar Item No.4A)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

9/19/94

(cont.)  
441-94-5

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

Speakers: None.

Action: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

522-94-5 Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works.  
(Calendar Item No. 5A)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Local 22.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of the Department of Public Works.

Speakers: None.

Action: Off calendar at the request of Local 22; appeal withdrawn.

541-94-4 Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 5B)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. Williams's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Williams's attorney.

Speakers: None.

Action: Over to the meeting of October 17, 1994 at the request of Mr. Williams's attorney.

9/19/94

623-94-8 Review of requests for approval of proposed personal services contract 179-94/95. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
179-94/95	Mayor	Alice Estill Miller

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Local 21.

Speakers: None.

Action: Off calendar at the request of the Mayor's Office.

667-94-5 Proposed amendment to the Civil Service Commission Rules adding new Rule 12A - Employment in Class 8302 Deputy Sheriff I and 8304 Deputy Sheriff. (Calendar Item No. 4F)

Speakers: None.

September 2, 1994: Post.

Action: Adopt as amended.

673-94-5 Status rights for Gail Hemenway in Class 1844 Senior Management Assistant, Office of the Treasurer/Tax Collector. (Calendar Item No. 4E)

Speakers: None.

Action: Grant permanent status to Gail Hemenway in Class 1844 Senior Management Assistant, Office of the Treasurer/Tax Collector, effective August 30, 1994 and subject to satisfactory completion of the probationary period.

681-94-5 Request by the Human Resources Director to authorize Athena Steff to reinstate to a position in Class 1760 Offset Machine Operator following layoff. (Calendar Item No. 4G)

Speakers: None.

Action: Approve the request of Athena L. Steff to reinstate to a position in Class 1760 Offset Machine Operator following layoff; appoint Ms. Steff to a permanent 1760 Offset Machine Operator.

682-94-1 Monitoring report on the implementation of expanded certification rule for the Period of May 16, 1994 through August 15, 1994. (Calendar Item No. 5C)

Speakers: None.

Action: Human Resources Director's report received and filed.

688-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
206-94/95	Airport	Airport and Aviation Professionals, Inc
207-94/95	Airport	Chin and Hensolt, Incorporated
208-94/95	Airport	EPC Consultants, Incorporated
209-94/95	Airport	Geotechnical Consultants, Inc.
210-94/95	Airport	Joint Venture of Parsons Brinckerhoff Quade and Douglas, Inc. and Manna Consultants, Inc.
211-94/95	Airport	PSC Associates, Inc.
212-94/95	Airport	The Ralph M. Parsons Company
213-94/95	Airport	Stone & Webster/F.E. Jordan Joint Venture
214-94/95	Mayor's Office	California Community Dispute Services
215-94/95	Mayor's Office	Community Boards
216-94/95	Police	Dr. J. Victor Baldridge
217-94/95	Police	Law Enforcement Psychological Services, Inc.

9/19/94

(cont.)  
(688-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
218-94/95	Public Health	Physicians Clinical Laboratories
219-94/95	Public Health	DSA Medical Services, Inc.
220-94/95	Public Health	Polaris Research and Development
221-94/95	Public Health	Stephanie Hamilton-Oravetz
222-94/95	Public Transportation	Russet Diesel Services
223-94/95	Public Utilities	EQE International, Inc.
224-94/95	Public Works	Pacific Coast Trane Service
225-94/95	Public Works	ProServ
226-94/95	Public Works	To Be Determined
227-94/95	Public Works	To Be Determined
228-94/95	Retirement	Carol Ayers
229-94/95	Retirement	Nonie Devens
230-94/95	Sheriff	W. Joseph Green
231-94/95	Social Services	Family Service Agency of San Francisco
232-94/95	Social Services	Family Service Agency
233-94/95	Social Services	International Institute
234-94/95	Superior Court	Mario Lopez, Jr.
235-94/95	Superior Court	National Center for State Courts

9/19/94



(cont.)  
(688-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
236-94/95	Superior Court	Susan Steinsapir
237-94/95	Superior Court	Whitmore, Johnson and Bolanos

Speakers: Contracts Numbers 207-94/95;208-94/95;212-94/95

Pro: Jim Ilnicki, Airports Commission

Con: David Novogrodsky, Local 21

Contract Number 216-94/95

Pro: Michael McDonough, Police Department

Con: None

Contract Number 222-94/95

Pro: Charles Kalb, Public Transportation

Con: None

Contracts Numbers 228-94/95;229-94/95

Pro: Brian Narlock

Con: None

- Action:
1. Contract Number 228-94/95 and Contract Number 229-94/95 over to the meeting of October 3, 1994 at the request of Commissioner Kosturos. The Retirement Division is to prepare a summary report on these contracts.
  2. Commissioner Rios requested that the Human Resources Director alert Department Heads on changes in collective bargaining agreements on notification of employee organizations when contracting out.
  3. Adopt Human Resources Director's report on the remaining contracts; notify the offices of the Controller and the Purchaser.

9/19/94

690-94-3 Requests to appoint new employees at a salary step higher than normal. (Calendar Item No. 4K))

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Wendell L. Walton Chief Assistant Assessor (Class 4282)	Assessor's Office	5	5
2. Lisa Feldstein Special Assistant VI (Class 1365)	Mayor's Office of Housing	3	3
3. Julie Murray Special Assistant IX (Class 1368)	Mayor's Office	2	2

Speakers: None.

Action: 1. Julie Murray off calendar at the request of the Human Resources Director.

2. Approve Human Resources Director's recommendation for Wendell L. Walton and Lisa Feldstein.

691-94-3 Request for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 4J)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

703-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4D))

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
238-94/95	Mayor's Office	Income Rights Project

Speakers: None.

Action: Adopt Human Resources Director's report; notify the Offices of the Controller and the Purchaser.

9/19/94

704-94-5 Reemployment of retired City and County employees on a short term basis in positions requiring special skills or knowledge.  
(Calendar Item No. 4H)

Speakers: None.

Action: Adopt Human Resources Director's report.

705-94-5 Proposed amendment to the Civil Service Commission Rules adding Rule 11C - Certification from Eligible List for Class 4260 Real Property Appraiser Trainee. (Calendar Item No. 5D)

Speakers: None.

Action: Off calendar; request withdrawn by the Human Resources Director.

706-94-5 Request to issue Examination Announcement for Class 7372 Stationary Engineer, Sewage Plant on a Promotive Only basis.  
(Calendar Item No. 4I)

Speakers: None.

Action: Adopt staff report; approve request that Class 7372 Stationary Engineer, Sewage Plant be issued on a Promotive Only basis.

## EMPLOYEE SEPARATIONS

### TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, Secretary II (Class 1446), Department of Public Health. (Calendar Item No. 6A)

Speakers: None.

Action: Postpone; the Department of Human Resources to notify the Executive Officer when prepared to proceed.

9/19/94

#### APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6B)

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

Speakers: None.

Action: Over to the meeting of November 7, 1994 at the request of Mr. Donahue's attorney. No further continuances will be approved.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Tom K. Loi, Police Officer (Class Q-2), San Francisco Police Department. (Calendar Item No. 6C)

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Loi's attorney.

Speakers: None.

Action: Over to the meeting of November 7, 1994 at the request of Mr. Loi's attorney.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Erica L. Jensen, Firefighter (H2), San Francisco Fire Department. (Calendar Item No. 6D)

Speakers: None.

Action: Postpone; the San Francisco Fire Department to notify the Executive Officer when ready to proceed.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Wayne Shaw, Gardener (Class 3417), Recreation and Park Department. (Calendar Item No. 6E)

Speakers: None.

Action: Over to the meeting of October 3, 1994 at the request of Recreation and Park Department.

9/19/94

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jonathan Pettey, Firefighter (H2), San Francisco Fire Department.  
(Calendar Item No. 6F)

Speakers: None.

Action: Over to the meeting of October 3, 1994 at the request of  
Mr. Pettey's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Shamin Shaikh, Clerk Typist (Class 1424), Department of Public  
Works. (Calendar Item No. 6G)

Speakers: None.

Action: Off calendar at the request of Ms. Shaikh's attorney.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), Airport Commission.  
(Calendar Item No. 6H)

Speakers: None.

Action: Over to the meeting of October 17, 1994 at the request  
of Ms. Davis's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and  
Park Department. (Calendar Item No. 6I)

July 18, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Coleman's attorney.

Speakers: None.

Action: Over to the meeting of October 3, 1994 at the request of  
the Recreation and Park Department.

9/19/94

DISMISSAL OF PERMANENT EMPLOYEE

William L. Young, General Laborer (Class 7514), Recreation and Park Department. (Calendar Item No. 6J)

Speakers: None.

Action: Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health. (Calendar Item No. 6K)

Speakers: None.

Action: Over to the meeting of October 3, 1994 due to a clerical error in the notification to the appellant

COMMISSIONERS'S NEW BUSINESS (Calendar Item No. 7A)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

The Human Resources Director reported on:

1. the status of implementation of Proposition L (November 1993);
2. provisional appointments (statistical summary);
3. the number of classifications in the service.

EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

1. Kate Favetti, Assistant Executive Officer, reported on the Status of Violence in the Work Place Policy.
2. Albert C. Walker, Executive Officer, reported on the storage and maintenance of ninety-four (94) years of Civil Service Commission Minutes. Mr. Walker also presented a plan on the transfer of certain Civil Service Commission records of historical interest to the San Francisco Public Library.

9/19/94

REQUESTS TO SPEAK (Calendar Item No. 8)

None.

ADJOURNMENT (Calendar Item No. 9)

The meeting adjourned at 3:20 p.m.

N O T I C E

TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

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9/19/94





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MINUTES

### REGULAR MEETING

OF

OCTOBER 3, 1994

ROOM 282, SECOND FLOOR, CITY HALL

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COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMU UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

#### TIME CONVENED

2:05 p.m.

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#### ROLL CALL

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Clopton presided

#### MINUTES

Regular Meeting of September 19, 1994

Action: Approve.



674-94-1 Charter amendment (First Draft) to repeal the 1932 Charter and to enact a new Charter (Supervisor Kaufman/Board of Supervisors File No. 281-94-1). (Calendar Item No. 5B)

Speakers: None.

Action: Over to the meeting of October 17, 1994 at the request of Commissioner Munson.

688-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A))

September 19, 1994: Contract Number 228-94/95 and Contract Number 229-94/95 over to the meeting of October 3, 1994 at the request of Commissioner Kosturos. The Retirement Division is to prepare a summary report on these contracts.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

730-94-6 Appeal by Jeff Edwards of the decision of the Human Resources Director to dismiss Mr. Edward's charge of discrimination on the basis of insufficient evidence. (Calendar Item No. 5A)

Speakers: None.

Action: Sustain the decision of the Human Resources Director; deny Mr. Edward's appeal.

742-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
239-94/95	Airport	The Parry Company
240-94/95	Chief Administrative Officer	Science Applications International Corporation
241-94/95	Mayor	The United Way

(cont.)  
(48)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
242-94/95	Port	Duffey Company
243-94/95	Public Health	Instituto Familiar de la Raza
244-94/95	Public Health	Gay Asian Pacific Alliance Community HIV Project
245-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
246-94/95	Public Health	Deloitte and Touche
247-94/95	Public Health	Mission Neighborhood Health Center
248-94/95	Public Health	Northeast Medical Services
249-94/95	Public Health	South of Market Health Center
250-94/95	Public Health	UCSF, Department of OB/GYN and Reproductive Sciences
251-94/95	Public Health	Nurse Providers
252-94/95	Public Health	Crosby and Overton
253-94/95	Public Health	Dillard Environmental Services
254-94/95	Public Health	Greenfield Environmental
255-94/95	Public Health	Laidlaw Environmental Services
256-94/95	Public Transportation	Tamara Cagney
257-94/95	Public Transportation	Merrill and Associates
258-94/95	Public Transportation	Merrill and Associates

(cont.)  
(4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
259-94/95	Public Utilities	San Francisco Conservation Corps/California East Bay Conservation Corps
260-94/95	Public Works	California Computer Options

Speakers: None.

Action: Adopt Human Resources Director's report; notify the  
offices of the Controller and the Purchaser.

747-94-4 Request to issue Examination Announcements for Classes 7341  
Stationary Engineer, Water treatment Plant, 7343 Senior Stationary  
Engineer, Water Treatment Plant and 7245 Chief Stationary Engineer,  
Water Treatment Plant on a Promotive Only basis. (Calendar Item No.  
4E)

Speakers: None.

Action: Adopt staff report; approve request that Classes 7341  
Stationary Engineer, Water Treatment Plant, 7343 Senior  
Stationary Engineer, Water Treatment Plant and 7245  
Chief Stationary Engineer, Water Treatment Plant be  
issued on a Promotive Only basis.

753-94-3 Requests to appoint new employees at a salary step higher than  
normal. (Calendar Item No. 4D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Gregory A. Schmunk Forensic Pathologist (Class 2582)	Medical Examiner	5	5
2. James Bowen Special Assistant XIII (Class 1372)	Public Utilities Commission	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
3. Leo Morales M.D. Sr. Physician Specialist (Class 2232)	Public Health	3	3
4. Richard Picket Portfolio Manager (Class 4332)	Retirement	5	5

Speakers: None.

- Action:
1. Gregory A. Schmunk, over to the meeting of October 17, 1994 at the request of Commissioner Rios.
  2. Approve Human Resources Director's recommendation for James Bowen, Leo Morales and Richard Picket.

765-95-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-94/95	Public Transportation	Geoff Ball and Associates
262-94/95	Public Transportation	Frye Claims Consultation and Administration
263-94/95	Public Transportation	Brogioitti Claims Service
264-94/95	Public Transportation	Koning and Associates

Speakers: None.

- Action:
- Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

766-94-4 Requests to hold an examination for Class 9258 Assistant Deputy Director, Business and Finance for two qualified applicants. (Calendar Item No. 4F))

Speakers: None.

Action: Adopt Human Resources Director's report; approve request to hold an examination for Class 9258 Assistant Deputy Director, for two qualified applicants.

## EMPLOYEE SEPARATIONS

### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jonathan Pettey, Firefighter (H2), San Francisco Fire Department. (Calendar Item No. 6A)

September 19, 1994: Over to the meeting of October 3, 1994 at the request of Mr. Pettey's attorney.

Speakers: None.

Action: Over to the meeting of November 7, 1994 at the request of Mr. Pettey's attorney.

### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Wayne Shaw, Gardener, (Class 3417), Recreation and Park Department. (Calendar Item No. 6B)

September 19, 1994 Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

Speakers: None.

Action: Over to the meeting of October 17, 1994 at the request of Local 261.



TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff Department.  
(Calendar Item No. 6C)

Speakers: None.

Action: Over to the meeting of December 5, 1994 at the request  
of Mr. Skinner's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sheila Scanlan, General Laborer (Class 7514), Department of Public  
Works. (Calendar Item No. 6D)

Speakers: None.

Action: Over to the meeting of November 7, 1994 at the request  
of Ms. Scanlan.

DISMISSAL OF PERMANENT EMPLOYEE

William L. Young, General Laborer (Class 7514), Recreation and Park  
Department. (Calendar Item No. 6E)

September 19, 1994: Over to the meeting of October 3, 1994 at  
the request of the Recreation and Park  
Department.

Speakers: Pro: Marsha Ramirez, Recreation and Parks Department

Con: Robert McDonnell, Local 261

Action: No restrictions on future employability. The Civil  
Service Commission requested that the Human Resources  
Director review Mr. Young's qualifications for other  
employment opportunities.

#### DISMISSAL OF PERMANENT EMPLOYEE

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health. (Calendar Item No. 6F)

September 19, 1994: Over to the meeting of October 3, 1994 due to an error on notifying the appellant.

Speakers. None.

Action: Over to the meeting of November 7, 1994 at the request of Local 790.

#### DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department. (Calendar Item No. 6G)

July 18, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Coleman's attorney.

September 19, 1994: Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

Speakers: None.

Action: Over to the meeting of October 17, 1994 at the request of Mr. Coleman's attorney.

### COMMISSIONER'S NEW BUSINESS AND REPORTS

#### COMMISSIONER'S NEW BUSINESS (Calendar Item No. 7A)

1. Commissioner Munson, Chair, Rules Revision Committee, reported on the proposed changes in the Procedures on Personal Services Contracts, the proposed revision of the Civil Service Commission Rules to implement the Americans with Disabilities Act (ADA) and the proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence extending Family and Medical Leave Act entitlements to Domestic Partners.
2. The Commissioners discussed two proposed Resolutions scheduled to be heard at the Board of Supervisors Government Efficiency Committee on October 4, 1994:

- a. Urging the Mayor to direct the Human Resources Director and urge the Civil Service Commission to enforce Civil Service Commission Rule 29 and to establish and enforce criteria for secondary employment and independent contractors to ensure that such activities will not be contrary to the interests of the city service. (File No. 222-94-006), and,
- b. Urging the Mayor to urge the Civil Service Commission to amend its rules to prohibit secondary employment while receiving compensatory time off pay. (File No. 222-94-006.01)

The Civil Service Commission supported clarifying the criteria for outside employment while respecting employee privacy rights, economic necessity, and, conflict of interest and government code requirements.

#### HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

Anne Godfrey, Division Manager, Operations reported on the move of the Department of Human Resources Certification Unit and the Human Resources Services Unit from City Hall to 44 Gough Street.

#### EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

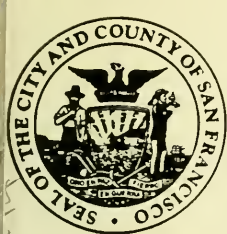
Kate Favetti, Assistant Executive Officer, reported on the status of preparations for transmitting the Civil Service Commission Minutes from January, 1900 to December 31, 1988 to the San Francisco Public Library. Staff is preparing a report for the October 17, 1994 Civil Service Meeting, to formally transmit these records to the San Francisco Public Library.

#### REQUESTS TO SPEAK (Calendar Item No. 8)

None.

#### ADJOURNMENT (Calendar Item No. 9)

Time of adjournment: 3:20 p.m.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MINUTES

### REGULAR MEETING

OF

OCTOBER 17, 1994

ROOM 282, SECOND FLOOR, CITY HALL

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 MIN (10) BOX 41

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

#### TIME CONVENED

3:10 p.m.

#### ROLL CALL

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Pon  
Commissioner Rios

Commissioner Rios presided

#### MINUTES

Regular Meeting of October 3, 1994

Action: Approve.

ANNOUNCEMENTS (Calendar Item No. 3)

SPECIAL MEETING, OCTOBER 17, 1994, 12:10 p.m.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, October 17, 1994 at 12:10 p.m. in Room 168 City Hall for the following purposes:

CONFERENCE WITH LEGAL COUNSEL ON ONE MATTER WITH SIGNIFICANT  
LIKELIHOOD OF LITIGATION

AUTHORITY: Government Code Section 54956.9

CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING

City Negotiator: Wendell Pryor, Human Resources Director

Organizations Representing: All

Anticipated issues under negotiation: All

AUTHORITY: Government Code Section 54956.6

Present were Commissioners Rios, Clopton, Kosturos, Munson, and Pon.

This meeting was first recessed to the conclusion of the Commission's Regular Meeting of October 17, 1994 and then recessed to a time and place to be announced.

CANCELLATION OF JANUARY 2 and 16, 1995 CIVIL SERVICE COMMISSION  
MEETING.

Due to the legal holidays occurring on Monday, January 2, 1995 (New Year's Day Observance) and Monday, January 16, 1995 (Martin Luther King Jr. Holiday), which conflict with regular Civil Service Commission meetings, both regular meetings are cancelled. The Civil Service Commission will hold a Special Meeting on Monday, January 9, 1995 at 2 p.m. in Room 300, Third Floor, Department of Public Health Building, Grove and Polk Streets.

541-94-4 Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (Calendar Item No. 6B)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. Williams's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Williams's attorney.

September 19, 1994: Over to the meeting of October 17, 1994 at the request of Mr. Williams's attorney.

Speakers: Pro: Anne Godfrey/Ann Tinling/Walter Thomas

Con: Laurence Murray, attorney

Action: Adopt Human Resources Director's report; deny appeal of Dennis Williams; sustain the decision of the Human Resources Director. (vote of 4 to 1: Commissioner Kosturos dissents)

583-94-4 Appeal by Neil Broome of the Human Resources Director's denial of protest in the oral/performance examination for Class 2920 Medical Social Worker. (Calendar Item No. 6C)

Speakers: Pro: Shelley Samuels/Steve Martin

Con: Tod Cochran, Local 790  
Neil Broome

Action: Grant appeal of Neil Broome; award minimum passing score.

674-94-1 Charter amendment (First Draft) to repeal the 1932 Charter and to enact a new Charter (Supervisor Kaufman/Board of Supervisors File No. 281-94-1). (Calendar Item No. 6A)

October 3, 1994 Over to the meeting of October 17, 1994 at the request of Commissioner Munson.

Speakers: None.

Action: Notify the Board of Supervisors that the proposed Charter amendment to repeal the 1932 Charter and enact a new Charter does not appear to affect those matters currently under the jurisdiction of the Civil Service Commission as established by Proposition L (November 1993).



753-94-3 Requests to appoint new employee at a salary step higher than normal. (Calendar Item No. 5A)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Gregory A. Schmunk Forensic Pathologist (Class 2582)	Medical Examiner	5	5

October 3, 1994 Over to the meeting of October 17, 1994 at the request of Commission Rios.

Speaker: Boyd Stevens, M.D., Coroner

Action: Adopt Human Resources Director's report.

808-94-1 Transfer of the Civil Service Commission Minutes for Calendar Years 1900 through 1988 to the San Francisco Public Library. (Calendar Item No. 4)

Speaker: Hope Hayes, Chief of Main Branch, San Francisco Public Library

Action: Authorize the Executive Officer to:

1. transfer the Minutes of Civil Service Commission proceedings from Calendar Years 1900 through 1988 to the San Francisco Public Library for permanent retention and maintenance.
2. maintain the Civil Service Commission Minutes for the past five (5) years in the Commission Office.
3. establish a future schedule for and to transfer the Civil Service Commission Minutes for Calendar Years greater than five (5) years.
4. transfer to the San Francisco Public Library other documents no longer of use to the Civil Service Commission but of historical interest to the San Francisco Public Library, e.g., Commission annual reports; registers of eligibles; salary surveys; employee handbooks; Commission agenda; etc. The Executive Officer will itemize and report any transfers to the Commission and keep a record of such transfers.



809-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
265-94/95	Airport	To Be Determined
266-94/95	Aiport	Zeev Gourarier
267-94/95	Art	James Carpenter
268-94/95	Chief Administrative Officer	Hilton, Frankopf and Hobson
269-94/95	Community College	Cindy Tsai
270-94/95	Community College	Mark Holman
271-94/95	Controller	Melvin Cannon, Inc.
272-94/95	Controller	GW Consulting
273-94/95	Controller	TEMCO, Inc.
274-94/95	Controller	AKIRE Corporation
275-94/95	Permit Appeals	Doris Levine
276-94/95	Police	Donald L. Morelli CPE
277-94/95	Public Library	Friends of the San Francisco Public Library
278-94/95	Public Library	Friends of the San Francisco Public Library
279-94/95	Public Health	Bernd Kutzscher, M.D.
280-94/95	Public Health	Industrial Emergency Council
281-94/95	Public Transportation	To Be Determined
282-94/95	Public Transportation	Midwest Bus Rebuilders
283-94/95	Public Works	Dr. David Jenkins

(cont.)  
(809-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
284-94/95	Public Works	Thomas J. Pehrson, Urban Forestry Consultants
285-94/95	Social Services	The Family School
286-94/95	Social Services	San Francisco Educational Services

Speakers: Pro: Contract 268-94/95, Chris Keller  
Pro: Contract 271-94/95, Oli Sadler  
Pro: Contract 272-94/95, Rod Loucks  
Pro: Contracts 273-94/95 and 274-94/95, Joe Armenta  
There were no speakers in opposition to these items.

Action: 1. Contract 265-94/95 off calendar at the request of the Airports Commission.  
2. Contracts 269-94/95 and 270-94/95 over to the meeting of November 7, 1994 by Commission action. The Commission requests that a representative of the San Francisco Community College District be present to respond to the Commission's questions.  
3. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

820-94-3 Request for salary adjustments for employees assigned supervisory duties. (Calendar Item No. 5C)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

821-94-4 Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building Inspection and Property Conservation. (Calendar Item No. 6D)

Speakers: None.

Action: Over to the meeting of November 7, 1994 at Mr. Kornfield's request.

## EMPLOYEE SEPARATIONS

### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Wayne Shaw, Gardener (Class 3417), Recreation and Park Department. (Calendar Item No. 7A)

September 19, 1994: Over to the meeting of October 3, 1994 at the request of Recreation and Park Department.

October 3, 1994: Over to the meeting of October 17, 1994 at the request of Local 261.

Speakers: Pro: Marsha Ramirez, Recreation and Park Department

Con: Wayne Shaw

Action: Dismiss from the City and County Service. No future employment with the City and County of San Francisco.

### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Shamin Shaikh, Clerk Typist (Class 1424), Department of Public Works. (Calendar Item No. 7B)

September 19, 1994: Off calendar at the request of Ms. Shaikh's attorney.

Speakers: Pro: Jim Horan, Department of Public Works

Con: Richard Rogers, attorney

Action: No restriction on future employment as recommended by the Department of Public Works.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), Airport Commission.  
(Calendar Item No. 7C)

September 19, 1994: Over to the meeting of October 17, 1994 at  
the request of Ms. Davis's attorney.

Speakers: None.

Action: Off calendar; request for hearing withdrawn.

DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and  
Park Department. (Calendar Item No. 7D)

July 18, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Coleman's attorney.

September 19, 1994: Over to the meeting of October 3, 1994 at  
the request of the Recreation and Park  
Department.

October 3, 1994: Over to the meeting of October 17, 1994 at  
the request of Mr. Coleman's attorney.

Speakers: Pro: Marsha Ramirez, Recreation and Park Department

Joel Robinson

Con: Katherine Mahoney, attorney

Action: Future employment subject to the review and approval of  
the Human Resources Director after satisfactory  
completion of a minimum of 2080 hours of work experience  
outside the City and County service and successful  
completion of a substance abuse rehabilitation program.

## COMMISSIONERS'S NEW BUSINESS AND REPORTS

### COMMISSIONERS'S NEW BUSINESS (Calendar Item No. 8A)

The Commission reminded the Human Resources Director regarding the use of existing classes in lieu of creating new classes.  
(Commissioner Rios)

### HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 8B)

Report presented.

### EXECUTIVE OFFICER'S REPORT (Calendar Item No. 8C)

None.

### REQUESTS TO SPEAK (Calendar Item No. 9)

None.

### ADJOURNMENT (Calendar Item No. 10)

Time of adjournment: 6:20 p.m.

### TAPE - RECORDING OF CIVIL SERVICE COMMISSION MEETING

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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DOCUMENTS SECTION  
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## MINUTES

### REGULAR MEETING

OF

NOVEMBER 7, 1994

ROOM 282, SECOND FLOOR, CITY HALL

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

#### TIME CONVENED

2:09 p.m.

#### DOCUMENTS DEPT.

NOV 10 1994

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PUBLIC LIBRARY

#### ROLL CALL

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Pon  
Commissioner Rios (Item Missed: 9B)

Commissioner Rios presided (except Item 9B: Commissioner Clopton presided)

#### MINUTES

Regular Meeting of October 17, 1994.

Action: Approve.



## ANNOUNCEMENTS

### CANCELLATION OF JANUARY 2 AND JANUARY 16, 1995 CIVIL SERVICE COMMISSION MEETINGS.

### ANNOUNCEMENT OF CIVIL SERVICE COMMISSION SPECIAL MEETING OF JANUARY 9, 1995.

Due to the legal holidays occurring on Monday, January 2, 1995 (New Year's Day Observance) and Monday, January 16, 1995 (Martin Luther King Jr. Holiday), which conflict with regular Civil Service Commission meeting days, both regular meetings are cancelled.

The Civil Service Commission will hold a Special Meeting on Monday, January 9, 1995 at 2 p.m. in Room 300, Third Floor, Department of Public Health Building, Grove and Polk Streets.

- 431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (Calendar Item No. 9A)
- June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.
- June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources Equal Employment Opportunity Unit.
- July 18, 1994: Over to the meeting of August 15, 1994; refer to the Department of Human Resources Equal Employment Opportunity Unit, for further investigation and report.
- August 15, 1994: Off calendar at the request of the Department of Human Resources Equal Employment Opportunity Unit.
- Speakers: None.
- Action: Over to the meeting of December 5, 1994 at the request of the appellants's attorney.

- 623-94-8 Review of request for approval of proposed personal services contract. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
179-94/95	Mayor	Alice Estill Miller
August 15, 1994:	Over to the meeting of September 19, 1994 at the request of Local 21.	

623-94-8

(cont.) September 1, 1994

Off calendar at the request of the Mayor's Office.

Speaker: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

809-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
269-94/95	Community College	Cindy Tsai
270-94/95	Community College	Mark Holman

October 17, 1994: Over to the meeting of November 7, 1994 by Commission action. The Commission requests that a representative of the San Francisco Community College District be present to respond to the Commission's questions.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

821-94-4 Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building and Inspection and Property Conservation. (Calendar Item No. 5A)

October 17, 1994: Over to the meeting of November 7, 1994 at Mr. Kornfield's request.

Speakers: None.

Action: Over to the meeting of November 21, 1994 at Mr. Kornfield's request.

870-94-4 Appeal by George Dugan of the Human Resources Director's denial of protest in the performance examination for Class 7246 Sewer Repair Supervisor II. (Calendar Item No. 5C)

870-94-4 Speakers: Pro: Candace Heurlin, Department of Human Resources  
(cont.) William Donnoe, Donnoe and Associates

Con: George Dugan  
Bill Fazande, Local 38  
Joe Herrera  
Bob McDonnell, Local 261  
Ricardo Campos  
Desmond Murphy

Action: Adopt Human Resources Director's report; deny appeal of George Dugan; sustain the decision of the Human Resources Director.

872-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
287-94/95	Art	Helene Fried
288-94/95	Art	James Carpenter Design Associates
289-94/95	Chief Administrative Officer	To Be Determined
290-94/95	Community College	Keith Smith
291-94/84	Community College	Carol Brendlinger
292-94/95	Electricity and Telecommunications	to Be Determined
293-94/95	Mayor	San Francisco League of Urban Gardeners
294-94/95	Police	NEC Technologies
295-94/95	Public Health	Gladstone Institute of Virology and Immunology
296-94/95	Public Health	Bay Area Medical Transcriptions
297-94/95	Public Health	Transcription Stat, Inc.
298-94/95	Public Health	California Public Health Foundation

872-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
299-94/95	Public Health	Glide Memorial United Methodist Church
300-94/95	Public Health	The Studios of David Innocencio/Minette Siegel
301-94/95	Public Health	Carolyn Harvey, D.P.M.
302-94/95	Public Health	UCSF
303-94/95	Public Health	John Day of the Berkeley Free Clinic
304-94/95	Public Health	Bay Area Youth Positives
305-94/95	Public Health	Mission Neighborhood Health Center
306-94/95	Public Health	San Francisco Food Bank
307-94/95	Public Utilities	Trihey and Associates
308-94/95	Public Works	Xerox
309-94/95	Public Works	Wang
310-94/95	Public Works	NCR
311-94/95	Public Works	Systems Concepts
312-94/95	Public Works	To Be Determined
313-94/95	Public Works	To Be Determined
314-94/95	Public Works	Bekins (Minolta)
315-94/95	Public Works	Bell and Howell
316-94/95	Public Works	Eastman Kodak Co.
317-94/95	Public Works	Dr. Daniel Shapiro
318-94/95	Public Works	Dr. I.M. Idriss
319-94/95	Public Works	Mr. Maurice Power
320-94/95	Public Works	Uribe and Associates

872-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
321-94/95	Public Works	Montgomery Watson
322-94/95	Mayor	Firefighters in the Schools

Speakers: Contract 292-94/95

Pro: Neil Taniguchi, Chief Administrative Officer

Con: Linda Jofuku, Local 21

Contract 292-94/94

Pro: Larry Garde, Department of Electricity and Telecommunications

Con: Linda Jofuku, Local 21

Contract 312-94/94 and 313-94/94

Pro: Joan Lubamersky, Chief Administrative Officer  
Jim Horan, Department of Public Works  
Jan Ehrke, Purchasing Department

Con: Linda Jofuku, Local 21

Contract 320-94/95

Pro: Jim Horan, Department of Public Works

Con: Linda Jofuku, Local 21

Action:

1. Contracts 289-94/95 and 292-94/95 over to the meeting of November 21, 1994.
2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

878-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 4E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Merlin Zimmerly Assistant Chief Family Support Investigator (Class 8160)	District Attorney	5	5

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
2. Lisa Stephenson Special Assistant VIII (Class 1367)	Parking and Traffic	5	5
3. Frederick D. White Director, Tenant and Maritime Services (Class 9384)	Port	4	4
4. Garrett M. Dowd Senior Real Property Officer (Class 4142)	Water Department	3	3
5. David Dietz Special Assistant XIII (Class 1372)	Airport	3	3
6. Sonia Melara Executive Director (Class 2999)	Commission on the Status of Women	3	3
7. Doug Price-Hanson, M.D. Senior Physician Specialist (Class 2232)	Department of Public Health	5	5
8. David German Reproduction and Mail Manager (Class 1779)	Purchasing	5	5

Speakers: 1. Merlin Zimmerly

Pro: Edwina Young, District Attorney's Office

Con: None.

2. Lisa Stephenson

No speakers.

3. Frederick D. White

Pro: Nancy Woo, Port

Con: None.

4. Garrett M. Dowd

Pro: Diane Buchbinder, Public Utilities Commission  
Jerry Romani, San Francisco Water Department  
Public Utilities Commission



878-94-3  
(cont.)

Speakers: 5. David Dietz  
(cont.)

Pro: Pat Pun, Airport

Con: None.

6. Sonia Melara

Pro: Patricia Chang, Commission on the Status  
of Women

Con: None.

7. Doug Price-Hanson

Pro: Rafael Centeno, Department of Public Health

Con: None.

8. David German

Pro: Ara Minasian, Purchasing

Con: None.

Action: Adopt Human Resources Director's report (Subitem 1 -  
Merlin Zimmerly: Vote of 4 to 1: Commissioner Kosturos  
dissenting; Subitem 8 - David German: Vote of 3 to 2:  
Commissioners Clopton and Pon dissenting).

897-94-1 Proposed Civil Service Commission Policy on Executive Sessions  
(closed meetings). (Calendar Item No. 4A)

Speakers: Wendell L. Pryor (clarification only)

Action: Adopt.

898-94-4 Appeal by various participants of the Human Resources Director's  
denial of protests in the oral examinations for Class 2913 Program  
Specialist and Class 2915 Program Specialist Supervisor. (Calendar  
Item No. 9B)

Speakers: Pro: Roger Varela  
Brian Cahill  
Joyce Crossland  
Mary Smith  
May To-Tang



898-94-4

(cont.) Speakers: Con: Barbara Thomson  
(cont.) Carl Ament  
Margaret Bastain  
Andrew Bushaw  
Jackie Demato  
Mark Pittman  
Richard Siciliano

Action: Adopt Human Resources Director's report; deny appeals;  
sustain the decision of the Human Resources Director.

899-94-4 Termination of entrance probationary appointment of Thomas K. Loi,  
Police Officer, (Class Q2), San Francisco Police Department.  
(Calendar Item No. 4F)

August 15, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Loi's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at  
the request of Mr. Loi's attorney.

Action: Over to the meeting of November 21, 1994 at the request  
of Mr. Loi's attorney.

904-94-5 From the Civil Service Commission Rules Revision Committee:  
(Calendar Item No. 5B)

905-94-5 1. Proposed Civil Service Commission Procedures for Review of  
Personal Services Contracts. (Calendar Item No. 5B-1)

Speakers: Advice: Vicki Clayton, Deputy City Attorney

Pro: Ann Branston, Department of Public Works

Con: Linda Jofuku, Local 21

Action: Circulate for comments; calendar for adoption at  
the meeting of November 21, 1994.

906-94-5 2. Proposed amendment to the Civil Service Commission Rules  
adding new Rule 11A - Certification of Eligibles for Classes  
represented by Local 21 - IFPTE. (Calendar Item No. 5B-2)

Speakers: None.

Action: Post for adoption at the meeting of November 21,  
1994.

908-94-5 3. Proposed amendment to the Civil Service Commission Rules adding new Rule 11C - Certification of Eligibles for Classes represented by SEIU. (Calendar Item No. 5B-3)

Speakers: None.

Action: Post for adoption at the meeting of November 21, 1994.

# EMPLOYEE SEPARATIONS

## APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6A)

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at the request of Mr. Donahue's attorney. No further continuances will be approved.

Speakers: None.

Action: Over to the meeting of November 21, 1994 at the request of the City Attorney.

## RESIGNATION - SERVICES UNSATISFACTORY

Preston Gilmore, Child Welfare Worker (Class 2940), Department of Social Services. (Calendar Item No. 6B)

Speakers: Pro: Brian Cahill, Department of Social Services

Con: Daniel Connelly, Attorney

Action: Accept the resignation as certified. Not to be employed again by the Department of Social Services. (Vote of 4 to 1: Commissioner Munson dissents).

## DISMISSAL OF PERMANENT EMPLOYEE

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health. (Calendar Item No. 6E)

September 19, 1994: Over to the meeting of October 3, 1994.

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Local 790.

Speakers: None.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Robert A. Matli, Pharmacist (Class 2450), San Francisco General Hospital, Department of Public Health. (Calendar Item No. 6C)

Speakers: Pro: Michael Brown, Department of Human Resources

Con: Tod Cochran, Attorney

Action: Dismiss from the Service. Future employment subject to class by class approval by the Human Resources Director after completion of one year (twelve (12) continuous months) of satisfactory work experience outside the City and County Service in an occupation or position related to the class for which application is made.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sheila Scanlan, General Laborer (Class 7514), Department of Public Works. (Calendar Item No. 6D)

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Ms. Scanlan.

Speakers: Pro: James Horan, Department of Public Works

Con: Shelia Scanlan

Action: Return name to the eligible list. Not to be employed again with the Department of Public Works.

## COMMISSIONERS'S NEW BUSINESS AND REPORTS

### COMMISSIONER'S NEW BUSINESS (Calendar Item No. 7A)

None.

### HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

None.

### EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

Status report on the relocation of Civil Service Commission offices from City Hall presented.

### REQUESTS TO SPEAK (Calendar Item No. 8)

None.

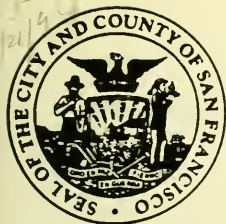
### ADJOURNMENT (Calendar Item No. 10)

Time of adjournment: 8:20 p.m.

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

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## MINUTES

### REGULAR MEETING

OF

NOVEMBER 21, 1994

ROOM 282, SECOND FLOOR, CITY HALL

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

#### TIME CONVENED

2 p.m.

#### ROLL CALL

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Pon  
Commissioner Rios

#### MINUTES

Regular Meeting of November 21, 1994.

Action: Approve.

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## ANNOUNCEMENTS

### A. EXECUTIVE SESSION, OCTOBER 17, 1994, 12:10 P.M.

#### 1. EXECUTIVE SESSION - OCTOBER 17, 1994 - SESSION I

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, October 17, 1994 at 12:10 p.m. in Room 168 City Hall for the following purposes:

- a. CONFERENCE WITH LEGAL COUNSEL ON ONE MATTER WITH SIGNIFICANT LIKELIHOOD OF LITIGATION

AUTHORITY: Government Code Section 54956.9

- b. CONFERENCE WITH NEGOTIATOR - COLLECTIVE BARGAINING

AUTHORITY: Government Code Section 54956.6

All the members of the Commission were present.

This session was recessed to the conclusion of the Regular Meeting.

#### 2. RECESSED EXECUTIVE SESSION - OCTOBER 17, 1994 - SESSION II

Monday, October 17, 1994, 4 p.m.

Recessed from 12:10 p.m. session

All the members of the Commission were present.

This session was recessed to a time and place to be announced.

#### 3. RECESSED EXECUTIVE SESSION - OCTOBER 17, 1994 - SESSION III

Tuesday, October 25, 1994, 4:30 p.m.

Recessed from October 17, 1994, 12:10 p.m. and 4 p.m.

Commissioner Clopton excused.

This session was recessed to Monday, November 21, 1994 at 12 Noon.

ANNOUNCEMENTS (cont.)

4. RECESSED EXECUTIVE SESSION - OCTOBER 17, 1994 - SESSION IV

Monday, November 21, 1994, 12 Noon

Recessed from October 17, 1994, 12:10 p.m. and 4 p.m. and Tuesday, October 25, 1994, 4:30 p.m.

All the members of the Commission were present.

The Commission consulted with the City Attorney regarding the matter of potential litigation. In connection with this matter, the Civil Service Commission took the following action:

Based on a finding that the provisional appointment was improperly authorized in that the appointment process did not conform to the requirements of Civil Service Commission Rules and established policy, the Civil Service Commission directed that the provisional appointment of Michael J. Lum at the Department of Parking and Traffic in Class 1244 Senior Personnel Analyst, for the period of July 1, 1994 (authorized on July 18, 1994 and approved retroactively) to October 21, 1994, be voided. All seniority acquired during the period of July 1, 1994 through October 21, 1994 is cancelled. Work experience gained during this period will not be recognized as work experience which may be evaluated for promotional or other civil service purposes.

The Department of Parking and Traffic is directed to separate Mr. Lum from Department of Parking and Traffic Personnel Requisition TX 30054 DP effective close of business October 21, 1994. A copy of the Separation Report effecting this directive is to be filed with the Commission within thirty (30) days of this action.

All City and County records including those of the Department of Human Resources and the Department of Parking and Traffic shall be amended to reflect the actions cited above.

This matter and the matter of the application of Civil Service Commission Rules and policies on provisional appointments remains before the Commission for further action at future meetings.

The Commission instructed its labor negotiator regarding the labor relations item.

B. OTHER ANNOUNCEMENTS.

1. Due to the Winter Holidays, the Civil Service Commission meeting of December 19, 1994 has been cancelled.

B. OTHER ANNOUNCEMENTS. (cont.)

2. Due to the legal holidays occurring on Monday, January 2, 1995 (New Year's Day Observance) and Monday, January 16, 1995 (Martin Luther King Jr. Holiday), which conflict with regular Civil Service Commission meeting days, both regular meetings are cancelled.

The Civil Service Commission will hold a Special Meeting on Monday, January 9, 1995 at 2 p.m. in Room 300, Third Floor, Department of Public Health Building, Grove and Polk Streets.

441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws. (Calendar Item No. 4F)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

Speakers: None.

Action: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

506-94-4 Appeal by Veronica B. Thomas of the decision of the Human Resources Director's denial of protest in the oral examination for Environmental Health Inspector - Toxics, Health and Safety Services (Class 6120). (Calendar Item No. 5C)

Speakers: None.

Action: Adopt Human Resources Director's report; deny appeal of Veronica B. Thomas; sustain the decision of the Human Resources Director. (Ms. Thomas failed to appear).

821-94-4 Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building and Inspection and Property Conservation. (Calendar Item No. 5A)

October 17, 1994: Over to the meeting of November 7, 1994 at Mr. Kornfield's request.

November 7, 1994: Over to the meeting of November 21, 1994 at Mr. Kornfield's request.

Speakers: None.

Action: Off calendar; appeal withdrawn.

872-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
289-94/95	Chief Administrative Officer	To Be Determined
292-94/95	Electricity and Telecommunications	to Be Determined

November 7, 1994: Contracts 289-94/95 and 292-94/95 over to the meeting of November 21, 1994.

Speakers: Contract 292-94/95

Linda Jofuku, Local 21

Larry Garde, Department of Electricity and Telecommunications

Action: Contract 289-94/95 over to the meeting of December 5, 1994 at the request of the Chief Administrative Officer; Contract 292-94/95 over to the meeting of December 5, 1994 by Commission action.

904-94-5 From the Civil Service Commission Rules Revision Committee: (Calendar Item No. 5B)

Proposed Civil Service Commission Procedures for Review of Personal Services Contracts. (Calendar Item No. 5B-1)

November 7, 1994: Circulate for comments; calendar for adoption at the meeting of November 21, 1994.

904-94-5  
(cont.)

Speakers: Ann Branston, Department of Public Works  
Diana Buchbinder, Public Utilities Commission  
Ann Courtright, Public Utilities Commission  
Alice Fialkin, Transport Workers Union  
David Gabler, SEIU, Local 790  
Edward Gazzano, Department of Public Health  
Hope Kamimoto, Department of Public Health  
Galen Leung, Department of Public Health  
Joan Lubamersky, Chief Administrative Officer  
Frank Mangold, Public Utilities Commission  
Walter Maciak, Social Services  
Marc Rosaaen, Purchasing  
Teresa Serata, Mayor's Office  
Vit Troyan, Department of Public Works

Action: Over to the meeting of December 5, 1994; staff to meet and consult with three employee organizations: SEIU; TWU Local 250-A; and Local 21.

906-94-5 2. Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Certification of Eligibles for Classes represented by Local 21 - IFPTE. (Calendar Item No. 5B-2)

November 7, 1994: Post for adoption at the meeting of November 21, 1994.

Speakers: None.

Action: Adopt; this rule to expire on January 31, 1995.

908-94-5 3. Proposed amendment to the Civil Service Commission Rules adding new Rule 11C - Certification of Eligibles for Classes represented by SEIU. (Calendar Item No. 5B-3)

November 7, 1994: Post for adoption at the meeting of November 21, 1994.

Speakers: Pro: David Gabler, SEIU, Local 790

Action: Adopt; this rule to expire on June 30, 1995.

917-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-94/95	Art Commission	Norie Sato and William Jackson Maxwell (a joint venture)
324-94/95	Art Commission	Albert Paley
325-94/95	Art Commission	Roger Berry
326-94/95	Chief Administrative Officer	Environmental Careers Organization
327-94/95	City Planning	Crain and Associates, Inc.
328-94/95	S.F. Community College District	To Be Determined
329-94/95	Convention Facilities	Vanessa G. Young
330-94/95	Mayor	Young Performers Theatre
331-94/95	Public Health	Haight Ashbury Free Clinics, Inc.
332-94/95	Public Health	The ACCESS Group, Ltd.
333-94/95	Public Library	San Francisco Community Television Corporation
334-94/95	Public Utilities Commission	Sean Berry
335-94/95	Public Utilities Commission	Moore Brothers Scavenger Company
336-94/95	Public Works	Dipak Patel, KPA Consulting Engineers
337-94/95	Social Services	Travelers Aid of San Francisco

Speakers: None.



917-94-8

- (cont.) Action: 1. Contract Number 327-94/95 over to the meeting of December 5, 1994 at the request of the Department of City Planning.
2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

935-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 4C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Therese Powell Assistant to the Director (Class 9254)	Airport	5	5
2. Charles Henry Assistant General Service Manager (Class 2785)	Public Health	5	5

Action: Adopt Human Resources Director's report.

949-94-5 Report on provisional appointments in the City work force. (Calendar Item No. 4D)

Speakers: None.

Action: File.

950-94-5 Future employability of Donny Easterling, Coroner's Investigator, (Class 2580), Medical Examiner's Office. (Calendar Item No. 4E)

Speakers: None.

Action: Adopt Human Resources Director's report; approve the Settlement Agreement.



# EMPLOYEE SEPARATIONS

## APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6A)

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at the request of Mr. Donahue's attorney. No further continuances will be approved.

November 7, 1994: Over to the meeting of November 21, 1994 at the request of the City Attorney.

Action: Deny appeal. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Note: The Commission adjourned in closed session during the proceedings on this matter to confer with the City attorney on outstanding litigation as authorized by Government Code Section 54956.9.

## TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

John Flentoil, Transit Operator (Class 9163), San Francisco Municipal Railway, Public Utilities Commission. (Calendar Item No. 6C)

Action: Over to the meeting of January 9, 1995 at Mr. Flentoil's request.

## TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Thomas K. Loi, Police Officer (Class Q2), San Francisco Police Department. (Calendar Item No. 6B)

Action: Dismiss from the City and County Service. No restriction on future employment as recommended by the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE

E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (Calendar Item No. 6E)

Action: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Joseph L. Weatherman, Sergeant (Class Q-50), San Francisco Police Department. (Calendar Item No. 6D)

Action: Not to be employed again by the San Francisco Police Department.

## COMMISSIONERS'S NEW BUSINESS AND REPORTS

### COMMISSIONER'S NEW BUSINESS (Calendar Item No. 7A)

None.

### HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

Informational Report to the Civil Service Commission regarding the number of classes in the Service.

The members of the Civil Service Commission unanimously expressed their deep disappointment that the number of classes in the City and County Service has increased despite the Commission's repeated clear and unambiguous policy directives. The Commission reiterated its concern over the proliferation of classes and reconfirmed its commitment to the reduction in the number of classes in the City and County Service to less than 1000 from the present almost 1700 classes. The President was requested to meet with the Human Resources Director and Department of Human Resources management staff to reaffirm the Commission's policy on the number of classes.

### EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

None.

### REQUESTS TO SPEAK (Calendar Item No. 8)

None.

### ADJOURNMENT (Calendar Item No. 9)

Time of adjournment: 3:50 p.m.

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

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878-94-3  
(cont.)

Speakers: 5. David Dietz  
(cont.)

Pro: Pat Pun, Airport

Con: None.

6. Sonia Melara

Pro: Patricia Chang, Commission on the Status  
of Women

Con: None.

7. Doug Price-Hanson

Pro: Rafael Centeno, Department of Public Health

Con: None.

8. David German

Pro: Ara Minasian, Purchasing

Con: None.

Action: Adopt Human Resources Director's report (Subitem 1 -  
Merlin Zimmerly: Vote of 4 to 1: Commissioner Kosturos  
dissenting; Subitem 8 - David German: Vote of 3 to 2:  
Commissioners Clopton and Pon dissenting).

897-94-1 Proposed Civil Service Commission Policy on Executive Sessions  
(closed meetings). (Calendar Item No. 4A)

Speakers: Wendell L. Pryor (clarification only)

Action: Adopt.

898-94-4 Appeal by various participants of the Human Resources Director's  
denial of protests in the oral examinations for Class 2913 Program  
Specialist and Class 2915 Program Specialist Supervisor. (Calendar  
Item No. 9B)

Speakers: Pro: Roger Varela  
Brian Cahill  
Joyce Crossland  
Jackie Demato  
Mary Smith  
May To-Tang

898-94-4

(cont.) Speakers: Con: Barbara Thomson  
(cont.) Carl Ament  
Margaret Bastian  
Andrew Bushaw  
Deborah Kransberg  
Mark Pittman  
Richard Siciliano

Action: Adopt Human Resources Director's report; deny appeals;  
sustain the decision of the Human Resources Director.

899-94-4 Termination of entrance probationary appointment of Thomas K. Loi,  
Police Officer, (Class Q2), San Francisco Police Department.  
(Calendar Item No. 4F)

August 15, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Loi's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at  
the request of Mr. Loi's attorney.

Action: Over to the meeting of November 21, 1994 at the request  
of Mr. Loi's attorney.

904-94-5 From the Civil Service Commission Rules Revision Committee:  
(Calendar Item No. 5B)

905-94-5 1. Proposed Civil Service Commission Procedures for Review of  
Personal Services Contracts. (Calendar Item No. 5B-1)

Speakers: Advice: Vicki Clayton, Deputy City Attorney

Pro: Ann Branston, Department of Public Works

Con: Linda Jofuku, Local 21

Action: Circulate for comments; calendar for adoption at  
the meeting of November 21, 1994.

906-94-5 2. Proposed amendment to the Civil Service Commission Rules  
adding new Rule 11A - Certification of Eligibles for Classes  
represented by Local 21 - IFPTE. (Calendar Item No. 5B-2)

Speakers: None.

Action: Post for adoption at the meeting of November 21,  
1994.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

November 23, 1994

JUAN RIOS  
PRESIDENT

NOTICE OF ACTION TAKEN BY THE

DOCUMENTS DEPT.

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KAREN CLOPTON  
VICE PRESIDENT

CIVIL SERVICE COMMISSION

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GEORGE KOSTUROS  
COMMISSIONER

SUBJECT: REVIEW OF REQUESTS FOR APPROVAL OF PROPOSED PERSONAL SERVICES  
CONTRACTS NUMBER 323-94/95 THROUGH 337-94/95.

At its meeting of November 21, 1994, the Civil Service Commission had for its consideration the above subject matter.

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

It was the decision of the Commission to take the following action:

ALBERT C. WALKER  
EXECUTIVE OFFICER

1. Contract Number 327-94/95 over to the meeting of December 5, 1994 at the request of the Department of City Planning.
2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

The time within judicial review must be sought is governed by Code of Civil Procedure (CCP) Section 1094.6.

CIVIL SERVICE COMMISSION

Albert C. Walker  
Executive Officer

## Attachments

cc: Joanne Chow Winship, Art Commission  
Martha Kessler, City Planning  
Clara Starr, SFCCD  
Joan Lubamersky, CAO  
Lu Tubbs, Mayor  
Larry Meredith, DPH/CO  
Peter Singh, Public Library  
Ann Courtright, PUC  
Walter Maciak, DSS  
Hugh Havlik, DPW  
Commission File

(38748)

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To: Civil Service Commission

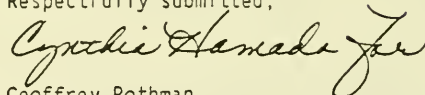
Date: November 4, 1994

From: Wendell L. Pryor, Human Resources Director

SUBJECT: REVIEW OF REQUESTS FOR APPROVAL OF  
PROPOSED PERSONAL SERVICES CONTRACTS.

<u>No.</u>	<u>Department</u>	<u>Contractor</u>	<u>Recommendation</u>
323-94/95	Art	Norie Sato and William Jackson Maxwell (a joint venture)	Approve
324-94/95	"	Albert Paley	Approve
325-94/95	"	Roger Berry	Approve
326-94/95	CAO	Environmental Careers Organization	Approve
327-94/95	City Planning	Crain and Associates, Inc.	Approve
328-94/95	Community College	To Be Determined	Approve
329-94/95	Convention Facil.	Vanessa G. Young	Approve
330-94/95	Mayor	Young Performers Theatre	Approve
331-94/95	Public Health	Haight Ashbury Free Clinics, Inc.	Approve
332-94/95	"	The ACCESS Group, Ltd.	Approve
333-94/95	Public Library	San Francisco Community Television Corporation	Approve
334-94/95	Public Utilities	Sean Berry	Approve
335-94/95	"	Moore Bros. Scavenger Company	Approve
336-94/95	Public Works	Dipak Patel, KPA Consulting Engineers	Approve
337-94/95	Social Services	Travelers Aid of San Francisco	Approve

Respectfully submitted,



Geoffrey Rothman  
Director, Employee Relations Division



## EXCERPTS FROM CIVIL SERVICE COMMISSION RULES

### Section 5.06. APPEAL OF HUMAN RESOURCES DIRECTOR ACTION

#### A. Examination Matters

An action by the Human Resources Director, on examination matters, may be appealed to the Commission provided such appeal is received by the Executive Officer before 12 Noon on the fifth (5) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

#### B. Wage and Salary Matters

An action by the Human Resources Director, on wage and salary matters, may be appealed to the Commission provided such appeal is received by the Executive Officer before 12 noon on the seventh (7) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

#### C. Other Matters

An action by the Human Resources Director on other matters may be appealed to the Commission provided such appeal is received by the Executive Officer within thirty (30) calendar days following the postmarked mailing date of notification to the appellant. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

### Section 5.07. RECONSIDERATION OF COMMISSION ACTION

A. A reconsideration request of a Commission action may be filed in writing specifying the reasons therefore. The request for reconsideration of previous Commission action must include in detail new information not previously considered.

B. A request for reconsideration must be received by the Executive Officer no later than thirty (30) calendar days following the postmarked mailing date of notification of the Commission's action.

C. Requests for reconsideration will be referred to the Commission for determination as to whether the Commission will agree to reconsider the matter. If after consideration of the written request a majority of the Commissioners do not consent to hear the matter, the request is denied and the previous action is final.

D. If the Commission agrees to grant the request for a reconsideration hearing, the matter shall thereafter be calendared. At any reconsideration hearing, the taking of evidence and oral arguments will be permitted only as to new information not previously considered by the Commission. Action by the Commission after a reconsideration hearing shall be final.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MINUTES REGULAR MEETING

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PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

### TIME CONVENED

2:14 p.m.

### ROLL CALL

Present: Commissioner Clopton  
Commissioner Kosturos  
Commissioner Munson  
Commissioner Pon  
Commissioner Rios

Commissioner Rios presided.

### MINUTES

Regular Meeting of November 21, 1994.

Action: Approve.

## ANNOUNCEMENTS

1. Due to the Winter Holidays of late December, the Civil Service Commission meeting of December 19, 1994 is cancelled.
2. Due to the legal holidays occurring on Monday, January 2, 1995 (New Year's Day Observance) and Monday, January 16, 1995 (Martin Luther King Jr. Holiday), which conflict with regular Civil Service Commission meeting days, both regular meetings are cancelled.

The Civil Service Commission will hold a Special Meeting on Monday, January 9, 1995 at 2 p.m. in Room 300, Third Floor, Department of Public Health Building, Grove and Polk Streets.

3. The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, December 5, 1994 at 1 p.m. in Room 52D (Basement), City Hall for the purpose of conferring with its labor negotiator as authorized by the State of California Government Code Section 54956.6.

All the members of the Civil Service Commission were present.

The Commission instructed its labor negotiator.

1002-94-5 Appeal by Carolyn Silverman of the Human Resources Director's decision to restrict future employment. (Calendar Item No. 5B)

Speakers: Pro: Eugene Freeman, Department of Human Resources  
Marie Blitz, City Attorney  
Mary Welsh Byrd, SFUSD  
Dennis Carr, SFUSD Parents Group  
Thomas Latham, SFUSD

Con: George Oliver

Action: Adopt Human Resources Director's report; deny appeal of Carolyn Silverman; sustain the decision of the Human Resources Director.

1008-94-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 1995. (Calendar Item No. 4F)

Speakers: None.

Action: Adopt.



- 431-94-5 Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40).  
(Calendar Item No. 5C)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources Equal Employment Opportunity Unit.

July 18, 1994: Over to the meeting of August 15, 1994; refer to the Department of Human Resources Equal Employment Opportunity Unit, for further investigation and report.

August 15, 1994: Off calendar at the request of the Department of Human Resources Equal Employment Opportunity Unit.

November 7, 1994: Over to the meeting of December 5, 1994 at the request of the appellants's attorney.

Speakers: Pro: Diana Garcia, Department of Human Resources  
Paul Hagaki, Attorney

Con: Jeffrey Neustadt, Attorney  
Juanita del Carlo, citizen  
Tony Rodriquez, citizen  
Robert Mendez, citizen  
Angelina Gonzalves, citizen

Action: Adopt Human Resources Director's report. Deny appeal of Kevin J. Gonzalves; sustain the decision of the Human Resources Director. (Vote of 4 to 1: Commissioner Kosturos dissents.)

- 441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws.  
(Calendar Item No. 4G)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

441-94-5

(cont.) August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

November 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

Speakers: None.

Action: Over to the meeting of March 20, 1995 at the request of Commissioner Munson.

664-94-7 Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination. (Calendar Item No. 5A)

Action: Over to the meeting of January 9, 1995 at the request of Local 790.

872-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
289-94/95	Chief Administrative Officer	City Store
292-94/95	Electricity and Telecommunications	to Be Determined
November 7, 1994:	Contracts 289-94/95 and 292-94/95 over to the meeting of November 21, 1994.	
November 21, 1994:	Contract 289-94/95 over to the meeting of December 5, 1994 at the request of the Chief Administrative Officer; Contract 292-94/95 over to the meeting of December 5, 1994 by Commission action.	

Speakers: Contract 289-94/95

Pro: Neil Taniguchi, CAO's Office

Con: None

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

904-94-5 From the Civil Service Commission Rules Revision Committee:  
(Calendar Item No. 7)

905-94-5 Proposed Civil Service Commission Procedures for Review of Personal  
Services Contracts. (Calendar Item No. 7)

November 7, 1994: Circulate for comments; calendar for  
adoption at the meeting of November 21,  
1994.

November 21, 1994: Over to the meeting of December 5, 1994;  
staff to meet and consult with three  
employee organizations: SEIU, TWU Local  
250-A; and Local 21.

Speakers: Pro: Linda Jofuku, Local 21

Con: Mike Cook, Local 1305

Action: Adopt; to be effective January 1, 1995. Calendar for  
review by the Commission on July 17, 1995. Staff and  
Department of Human Resources to continue dialogue with  
employee organizations and departments.

917-94-8 Review of requests for approval of proposed personal services  
contracts. (Calendar Item No. 4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
327-94/95	City Planning	Crain and Associates, Inc.

November 21, 1994: Contract 327-94/95 over to the meeting of  
December 5, 1994 at the request of the  
Department of City Planning.

Speakers: None.

Action: Adopt Human Resources Director's report; notify the  
offices of the Controller and the Purchaser.

961-94-5 Appeal by Stephen Yu of the Human Resources Director's decision to  
deny an appointment as Senior Water Chemist (Class 2472).  
(Calendar Item No. 4J)

Speakers: None.

Action: Over to the meeting of January 9, 1995 at Mr. Yu's  
request.

980-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
338-94/95	Chief Administrative Officer	Newmark Realty Capital
339-94/95	Chief Administrative Officer	To Be Determined
340-94/95	Controller	ABR Consulting Group, Inc.
341-94/95	Public Health	Asereth Medical Services; Great Relief; or Nor-Cal Medical Temps
342-94/95	Public Health	Regents of the University of California/AIDS Health Project
343-94/95	Public Health	Regents of the University of California/Substance Abuse Services
344-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
345-94/95	Public Health	Westside Community Mental Health
346-94/95	Public Health	Regents of the University of California/Urban Health Study
347-94/95	Public Health	18th Street Services
348-94/95	Public Health	Bayview-Hunter's Point Foundation
349-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
350-94/95	Public Health	Regents of the University of California/AIDS Health Project

980-94-8  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
351-94/95	Public Health	Westside Community Mental Health Center, Inc.
352-94/95	Public Works	Multigraphics
353-94/95	Public Works	Simbar Graphics
354-94/95	Public Works	Pitney Bowes
355-94/95	Public Works	Konica
356-94/95	Social Services	City College of San Francisco

Speakers: None.

- Action:
1. Contract 389-94/95 - (Vote of 4 to 0: Commissioner Clopton excused from voting by vote of the Commission in accordance with Charter Section 3.500).
  2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser.

989-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 40)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Darwin Helmuth Regulatory Specialist (Class 5620)	Public Utilities Commission	5	5
2. Catherine Pargett Occupational Therapist (Class 2548)	S.F. Unified School District	5	5

Speakers: None.

Action: Adopt Human Resources Director's report.

994-94-3 Status Rights for Miguel Ortega to Parking Control Officer (Class 8214), Department of Parking and Traffic. (Calendar Item No. 4H)

Speakers: None.

Action: Adopt Human Resources Director's report; grant permanent status to Miguel Ortega as a Parking Control Officer (Class 8214), in the Department of Parking and Traffic, effective September 19, 1994.

995-94-3 Status Rights for Timothy R. Green, General Laborer (Class 7514), Public Utilities Commission, San Francisco Water Department. (Calendar Item No. 4I)

Speakers: None.

Action: Adopt Human Resources Director's report; grant permanent status to Timothy R. Green as a General Laborer (Class 7514), in the Public Utilities Commission, San Francisco Water Department, effective August 1 1993.

996-94-3 Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 4E)

Speakers: None.

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.



# EMPLOYEE SEPARATIONS

## TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, Secretary II (Class 1446), Department of Public Health.  
(Calendar Item No. 6A)

September 19, 1994: Postpone; the Department of Human Resources  
to notify the Executive Officer when  
prepared to proceed.

Action: Postponed at the request of Local 790; the Department of  
Human Resources to notify the Executive Officer when  
prepared to proceed.

## DISMISSAL OF PERMANENT EMPLOYEE

E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police  
Department. (Calendar Item No. 6B)

November 21, 1994: Over to the meeting of December 5, 1994 at  
the request of Mr. Normandy's attorney.

Action: Over to the meeting of January 9, 1995 at the request of  
Mr. Normandy's attorney.

## TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff  
Department. (Calendar Item No. 6C)

October 3, 1994: Over to the meeting of December 5, 1994 at  
the request of Mr. Skinner's attorney.

Action: Over to the meeting of January 9, 1995 at the request of  
Mr. Skinner's attorney.



## COMMISSIONERS'S NEW BUSINESS AND REPORTS

### COMMISSIONER'S NEW BUSINESS (Calendar Item No. 7A)

Commissioner Munson presented a report on the activities and projects of the Civil Service Commission Rules Revision Committee.

### HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

No report.

### EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

Report presented on personnel changes in Commission Office.

### REQUESTS TO SPEAK (Calendar Item No. 9)

Speakers: Tod Cochran, Local 790

### ADJOURNMENT (Calendar Item No. 10)

Time of adjournment: 4:55 p.m.

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.







